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# TEEA Manual for Texas Extension Education Association, Inc.

The Texas Extension Education Association, Inc. (TEEA) Manual is designed for TEEA Board members, District Directors, County Association Chairs, Club Presidents, and Extension Service faculty. The manual was developed to provide information about a variety of activities that are a part of the program in Texas. Responsibilities and procedures are described so that many people will understand and contribute to effective and efficient program development and management.

The Bylaws of the organization are printed in a separate booklet. This TEEA Manual is intended to be used as a reference in carrying out the duties and responsibilities set forth in the Bylaws and contains additional information pertaining to TEEA.

The materials are hole-punched so members may insert them into manuals. The materials will be updated as needed. The TEEA Manual is also available on the web at: <http://teea.tamu.edu>.

At each revision, a complete set of updated pages (showing the latest revision date) will be provided for each county. A county can reproduce as many sets of revised pages as are needed to update the TEEA Manual in that county. Replace the pages immediately in each TEEA Manual with the updated pages.

We hope you find the manual informative and useful. Please let us know if you have suggestions for additions to the TEEA Manual.

Sincerely,

*Polly Krenek*  
(signature on original)

Polly Krenek  
TEEA President

*Joyce Cavanagh*  
(signature on original)

Joyce Cavanagh, Ph.D.  
Texas A&M AgriLife Extension Service  
Associate Professor & Extension Specialist  
TEEA State Advisor

**Any information underlined within this TEEA Manual is quoted directly from the Bylaws and cannot be changed without a two-thirds vote at the annual State Convention.**

8/22

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## Past Presidents

**Texas Home Demonstration Association  
Texas Extension Homemakers Association  
Texas Association for Family and Community Education  
Texas Extension Education Association, Inc.**

Mrs. F.H. Marks.....	1926	Mrs. Charles Warminski.....	1979-1980
Mrs. J.E. Lanier .....	1927-1929	Billie McCraw .....	1981-1982
Mrs. R.F. Fenton .....	1930-1931	Elna Richards.....	1983-1984
Mrs. Ben Anthony.....	1932-1933	Jane Leathers .....	1985-1986
Mrs. Josie Englin.....	1934-1935	Nell Finney .....	1987-1988
Mrs. John Palmore .....	1936-1937	Threasa Leatherman .....	1989-1990
Mrs. J.L. Morris .....	1938-1939	Pat Bandleman .....	1991-1992
Mrs. A.J. Brown .....	1940-1941	Charlotte Watson .....	1993-1994
Mrs. W.G. Kennedy.....	1942-1943	Martha Crawford .....	1994-1995
Mrs. Leon Sullivan.....	1944-1946	Carrol Davig .....	1996-1998
Mrs. Gus Rogers .....	1947-1948	Gerry Zummer.....	1998-2000
Mrs. R.L. Campbell .....	1949-1950	Kay Chastain.....	2000-2002
Mrs. R.M. Almanrode .....	1951-1952	Judy Bahr .....	2002-2004
Mrs. B.M. Harris .....	1953-1954	Clara Howell.....	2004-2006
Mrs. John Golightly .....	1955-1956	Shirley Norris .....	2006-2008
Mrs. R.C. Wood.....	1957-1958	Una Kunkel .....	2008-2010
Mrs. Wilmer Smith.....	1959-1960	Phyllis McMakin .....	2010-2012
Mrs. Milton McGehee .....	1961-1962	Cathy Hanzik.....	2012-2014
Mrs. George Hackney .....	1963-1964	Julia Moseley .....	2014-2016
Mrs. R.C. Berkley .....	1965-1966	Millie Barrow.....	2016-2018
Mrs. Maynard Gaines.....	1967-1968	Nyanza Price .....	2018-2020
Mrs. Sam Speir .....	1969-1970	Kay Jacob.....	2020-2022
Mrs. A.E. Hodges .....	1971-1974		
Mrs. Clinton Wright.....	1975-1976		
Mrs. Harold Preston .....	1977-1978		

## **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

2022 Rosabelle Leal, Dallam 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 Zumner, 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  
2022 Elida Rodriguez, District 12

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  
Lauryln Luttrull, District 3  
Daniel Kurfenbach III, District 4  
Luke Kindle, 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

2022 Jett Bradford, District 1  
Chambre Clawson, District 2  
Nathaniel Martin, District 3  
Erik Dieterich, District 4  
Brandelyn Cochran, District 5  
Connor Pence, District 7  
John Polster, District 8  
Macy Narro, District 9  
Arianna Watson, District 10  
Bryce Wilfert, District 11  
Trevor Martinez, District 12

## TEEA Alumnae Scholarship Winners

In the 1994, the Alumnae Committee started giving scholarships to young adults between the ages of 19 and 24. Scholarships are funded each year with the proceeds of a silent auction held at the state conference, donations, and memorials. Special scholarships were given in 1996, 1999, 2003, and 2004 as memorials and are also listed on this page. In 2004, the Board decided to name two scholarships: Jane Leathers Alumnae Young Adult Scholarship and Ruth Taylor Alumnae Young Adult Scholarship. 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. Listed below are the names and districts of scholarship recipients.

1994	Wendi West, District 12	2007	<i>Jane Leathers Young Adult</i> Jacob Paul Fangman, District 1
	Ashley Stevens, District 5		<i>Ruth Taylor Young Adult</i> Meredith Smith, District 9
1995	Courtney Fuchs, District 1		<i>Alumnae I Young Adult</i> Grant Spinhirne, District 1
1996	Chuck Dannheim, District 2	2008	<i>Jane Leathers Alumnae Young Adult</i> Monica Tate, District 4
	Debra Peters, District 8		<i>Ruth Taylor Alumnae Young Adult</i> Jaclen Meador, District 1
1996	<i>Jean Holmes Memorial</i> Roi Dawn Morris, District 1		<i>Alumnae I Young Adult</i> John Gibson, District 2
1997	Vickie Appleton, District 8		<i>Alumnae II Young Adult</i> Creed Murray, District 11
	Lee Ann Harder, District 2	2009	<i>Jane Leathers Alumnae Young Adult</i> Madeline Marie Fangman, District 1
1998	Michel Shattles, District 1		<i>Ruth Taylor Alumnae Young Adult</i> Monica Danielle Tate, District 4
	Mitzi M. Jones, District 3		<i>Alumnae I Young Adult</i> Creed Rives Murray, District 11
1999	Erin G. Brown, District 10		<i>Alumnae II Young Adult</i> James Michael Richards, District 1
	Kandice C. Greer, District 1	2010	<i>Jane Leathers Alumnae Young Adult</i> Sabrina Aleece, District 2
1999	<i>Don McLendon Memorial</i> Crystal D. Wiggins, District 9		<i>Ruth Taylor Alumnae Young Adult</i> Anna Lynne Hicks, District 4
2000	Laticha R. Pecina, District 4		<i>Alumnae I Young Adult</i> Madalyn Kate Baker, District 1
	Share L. Klug, District 10		<i>Alumnae II Young Adult</i> Jacob Andrew Flores, District 11
2001	Deidre Buchanan, District 7	2011	<i>Jane Leathers Alumnae Young Adult</i> Lindley Mock, District 9
	Kellie Altmiller, District 1		<i>Ruth Taylor, Alumnae Young Adult</i> Brook Nicole Altenhoff, District 11
2002	Julie Marie Pumphrey, District 9		<i>Alumnae I Young Adult</i> Shelley Ann Fangman, District 1
	Charles Michael Langston, District 1		<i>Alumnae II Young Adult</i> Kristen Renee Williams, District 4
	Barbara Joanne Dewees, District 1	2012	<i>Jane Leathers Alumnae Young Adult</i> Jill Lezak, District 11
2003	Tiffany Rae Ley, District 11		<i>Ruth Taylor Alumnae Young Adult</i> Jordan Meador, District 1
	Kristin April LaGrange, District 12		<i>Dr. Bonnie McGee Alumnae Young Adult</i> Audrey Bone, District 11
2003	<i>Jack Taylor Memorial</i> Adam Michael Skinner, District 9		<i>Dr. Judy Warren Alumnae Young Adult</i> Robin Eggenmeyer, District 11
2004	<i>Alumnae I Young Adult</i> Cody Jack Gladney, District 9	2013	<i>Jane Leathers Alumnae Young Adult</i> Shelby Lyn Price, District 9
2004	<i>Jane Leathers Alumnae Young Adult</i> Angela Marie Lovelady, District 9		<i>Ruth Taylor Alumnae Young Adult</i> Kate Marie Rowen, District 3
2004	<i>Ruth Taylor Alumnae Young Adult</i> Jennifer Renee Lee, District 9		
2004	<i>Harold &amp; Jane Leathers Alumnae Memorial</i> Joshua Aaron Tiller, District 5		
2005	<i>Jane Leathers Alumnae Young Adult</i> Jacob Fangman, District 1		
	<i>Ruth Taylor Alumnae Young Adult</i> Heidi Calvert, District 4		
	<i>Alumnae I Young Adult</i> Jason Gaas, District 10		
	<i>Alumnae II Young Adult</i> Jonathan Taylor Cotton, District 2		
2006	<i>Jane Leathers Young Adult</i> Tabitha Dawn Williams, District 4		
	<i>Ruth Taylor Young Adult</i> Kristin April Grantham, District 12		
	<i>Alumnae I Young Adult</i> Davis Scott, District 6		



- 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 McMakin 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
- 2022 *Jane Leathers Alumnae Scholarship*  
Kyla Sherica Bills, District 7
- Ruth Taylor Alumnae Scholarship*  
Hannah Marie Bludau, District 11
- Dr. Bonnie McGee Alumnae Scholarship*  
Dallas Cannon, District 12
- Dr. Judy Warren Alumnae Scholarship*  
Jackson Dolce, District 9
- Velma Tate Alumnae Scholarship*  
Sydney Suzanne Faust, District 9
- Bobbie Elmore Alumnae Scholarship*  
James Daniel McComb, District 12
- Julia Moseley Memorial Alumnae Scholarship*  
Courtnee Mild, District 2

## TEEA Adult Career Scholarship Winners

TEEA Adult Career Scholarships were established in 1984. The scholarships are named for past Presidents of TEEA. The amount of the scholarships and the number presented are reviewed each year by the Finance Committee.

### **Extension Homemakers Career Scholarships**

- 1984 Bobbie B. Stanley, District 5  
Teri Tucker, District 13
- 1985 Sherma Flowers, District 2  
Kimberly Lay, District 5

### **Elna Richards & Jane Leathers Scholarships**

- 1986 Eileen G. Kludt, District 1  
Sandra Fisher, District 5

### **Elna Richards, Jane Leathers & Nell Finney Scholarships**

- 1987 Oleta Roberts, District 11  
Linda Tankersley, District 12  
Margaret McCurrey, District 3
- 1988 Sandra Fisher, District 5  
Oleta Barrett, District 4  
Sherry A. Eiland, District 13
- 1989 Tondi Ree Jeeter, District 3  
Susie Blackmon, District 9  
Penney D. Trygstad, District 12

### **Elna Richards, Jane Leathers, Nell Finney & Threasa Leatherman Scholarships**

- 1990 Sandra Fisher, District 5  
Darrie Francis, District 1  
Regina Newton, District 6  
Pamela K. Redman, District 12
- 1991 Lucy M. Lara, District 6  
Madona Cheyne, District 3  
Sherry Orsak, District 13  
Patricia Neusch, District 1

### **Elna Richards, Jane Leathers, Neil Finney, Threasa Leatherman & Pat Bandelman Scholarships**

- 1992 Euince Moreno, District 1  
Robin Bowling, District 4  
Linda Underwood, District 6  
Phyllis McMakin, District 5  
Angela M. Kupcho, District 13
- 1993 Nancy Cruse, District 2  
Sandra Fisher, District 5  
Renee Franklin, District 6  
Penelope Jones, District 10  
Nancy R. Pieper, District 11

### **Jane Leathers, Nell Finney, Threasa Leatherman, Pat Bandelman & Charlotte Watson Scholarships**

- 1994 Shelley Gaye Newson, District 11  
Karen Gayle Shadden, District 8  
Pamela Landis, District 2  
Sherry A. Orsak, District 12
- 1995 Nancy Cruse, District 12  
Renee Franklin, District 6  
Diane Honu, District 11  
Phyllis McMakin, District 5

Alice Arita Teer, District 8

- 1996 Anita A. Boehm, District 9

### **Charlotte Watson & Martha Crawford Scholarships**

- 1997 Ester Martinez, District 3  
Ronda Penkert, District 7
- 1998 Ricaa Kellam, District 4  
Anna June Metreyeon, District 9

### **Martha Crawford & Carrol Davig Scholarships**

- 1999 Jackie Glenn, District 6  
Elizabeth McCaslin, District 12
- 2000 Betty Lou Schultz, District 1  
Billie Blackshire, District 11

### **Carrol Davig & Gerry Zummer Scholarships**

- 2001 Michelle Anderson, District 3  
Becky Gray, District 6
- 2002 Michelle Moorhead, District 3  
Christine Gingery, District 5

### **Gerry Zummer & Kay Chastain Scholarships**

- 2003 Becky Arnold, District 3
- 2004 Carol L. Wells, District 8  
Mary Alice Martinez, District 11

### **Kay Chastain & Judy Bahr Scholarships**

- 2005 Susan K. Plouch, District 10  
Barbara Tucker, District 2
- 2006 No Applicants

### **Judy Bahr & Clara Howell Scholarships**

- 2007 Susan K. Plouch, District 10
- 2008 No Applicants

### **Clara Howell & Shirley Norris Scholarship**

- 2009 No Applicants
- 2010 Heidi Cleaver, District 3  
Susan K. Plouch, District 10

### **Shirley Norris & Una Kunkel Scholarship**

- 2011 Tammy Marie Breaux, District 9
- 2012 Jaclen Meador, District 1

### **Una Kunkel & Phyllis McMakin Scholarship**

- 2013 Ashley Piercy, District 2
- 2014 None awarded

### **Phyllis McMakin & Cathy Hanzik Scholarship**

- 2015 Colbi Johnson, District 8
- 2016 Colbi Johnson, District 8  
Hannah Winter, District 11

### **Cathy Hanzik and Julia Moseley Scholarship**

- 2017 Stephanie Rudolph, District 11
- 2018 Jaclen Smith, District 1

### **Julia Moseley & Millie Barrow Scholarship**

- 2019 Jaclen Smith, District 1

### **Millie Barrow & Nyanza Price Scholarship**

- 2022 Erika Bochat, District 11  
Colbi Johnson, District 8

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.

In **2021-2022**, members pledged and donated \$5000 toward the repair of the Texas Screamer (swing).

## **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.

Polly Krenek (signature on original)  
President, Texas Extension Education  
Association, Inc.

Dr. Rick Avery (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).***

Polly Krenek (signature on original)  
Polly Krenek, TEEA President

Dr. Rick Avery (signature on original)  
Dr. Rick Avery, 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.
32. Healthy aging and remembering it, family literacy, canning updates, planning parties with pizzazz in 2022.

## Annual Meeting Sites

1926	College Station ..... Organization	1977	Galveston ..... 50 <sup>th</sup>
1927	College Station ..... 1 <sup>st</sup>	1978	Dallas ..... 51 <sup>st</sup>
1928	College Station ..... 2 <sup>nd</sup>	1979	Fort Worth ..... 52 <sup>nd</sup>
1929	College Station ..... 3 <sup>rd</sup>	1980	San Antonio ..... 53 <sup>rd</sup>
1930	College Station ..... 4 <sup>th</sup>	1981	Austin ..... 54 <sup>th</sup>
1931	College Station ..... 5 <sup>th</sup>	1982	El Paso ..... 55 <sup>th</sup>
1932	College Station ..... 6 <sup>th</sup>	1983	Lubbock ..... 56 <sup>th</sup>
1933	College Station ..... 7 <sup>th</sup>	1984	San Angelo ..... 57 <sup>th</sup>
1934	College Station ..... 8 <sup>th</sup>	1985	Longview ..... 58 <sup>th</sup>
1935	College Station ..... 9 <sup>th</sup>	1986	McAllen ..... 59 <sup>th</sup>
1936	College Station ..... 10 <sup>th</sup>	1987	Fort Worth ..... 60 <sup>th</sup>
1937	San Antonio ..... 11 <sup>th</sup>	1988	Abilene ..... 61 <sup>st</sup>
1938	College Station ..... 12 <sup>th</sup>	1989	Corpus Christi ..... 62 <sup>nd</sup>
1939	Lubbock ..... 13 <sup>th</sup>	1990	Amarillo ..... 63 <sup>rd</sup>
1940	College Station ..... 14 <sup>th</sup>	1991	Austin ..... 64 <sup>th</sup>
1941	Beaumont ..... 15 <sup>th</sup>	1992	Galveston ..... 65 <sup>th</sup>
1942	Fort Worth ..... 16 <sup>th</sup>	1993	Waco ..... 66 <sup>th</sup>
1943	Dallas ..... 17 <sup>th</sup>	1994	Lubbock ..... 67 <sup>th</sup>
1944	Austin ..... 18 <sup>th</sup>	1995	South Padre Island ..... 68 <sup>th</sup>
1945	Because of War, No Conference Held	1996	Tyler ..... 69 <sup>th</sup>
1946	Amarillo ..... 19 <sup>th</sup>	1997	Wichita Falls ..... 70 <sup>th</sup>
1947	Galveston ..... 20 <sup>th</sup>	1998	Corpus Christi ..... 71 <sup>st</sup>
1948	Temple ..... 21 <sup>st</sup>	1999	Beaumont ..... 72 <sup>nd</sup>
1949	Mineral Wells ..... 22 <sup>nd</sup>	2000	Odessa ..... 73 <sup>rd</sup>
1950	Big Spring ..... 23 <sup>rd</sup>	2001	College Station ..... 74 <sup>th</sup>
1951	College Station ..... 24 <sup>th</sup>	2002	Amarillo ..... 75 <sup>th</sup>
1952	Kingsville ..... 25 <sup>th</sup>	2003	Plano ..... 76 <sup>th</sup>
1953	Galveston ..... 26 <sup>th</sup>	2004	Abilene ..... 77 <sup>th</sup>
1954	Dallas ..... 27 <sup>th</sup>	2005	Waco ..... 78 <sup>th</sup>
1955	Fort Worth ..... 28 <sup>th</sup>	2006	Lubbock ..... 79 <sup>th</sup>
1956	San Antonio ..... 29 <sup>th</sup>	2007	Tyler ..... 80 <sup>th</sup>
1957	Houston ..... 30 <sup>th</sup>	2008	Corpus Christi ..... 81 <sup>st</sup>
1958	Austin ..... 31 <sup>st</sup>	2009	San Angelo/West Region ..... 82 <sup>nd</sup>
1959	Galveston ..... 32 <sup>nd</sup>	2010	Wichita Falls/North Region ..... 83 <sup>rd</sup>
1960	Brownsville ..... 33 <sup>rd</sup>	2011	Temple/East Region ..... 84 <sup>th</sup>
1961	San Angelo ..... 34 <sup>th</sup>	2012	Beaumont, South Region ..... 85 <sup>th</sup>
1962	Dallas ..... 35 <sup>th</sup>	2013	San Marcos, West Region ..... 86 <sup>th</sup>
1963	San Antonio ..... 36 <sup>th</sup>	2014	Wichita Falls, North Region ..... 87 <sup>th</sup>
1964	Houston ..... 37 <sup>th</sup>	2015	Waco, Central Region ..... 88 <sup>th</sup>
1965	Austin ..... 38 <sup>th</sup>	2016	Plano, East Region ..... 89 <sup>th</sup>
1966	Corpus Christi ..... 39 <sup>th</sup>	2017	Horseshoe Bay ..... 90 <sup>th</sup>
1967	Fort Worth ..... 40 <sup>th</sup>	2018	Abilene ..... 91 <sup>st</sup>
1968	McAllen ..... 41 <sup>st</sup>	2019	San Marcos ..... 92 <sup>nd</sup>
1969	Dallas ..... 42 <sup>nd</sup>	2020	Lubbock...Cancelled due to COVID-19
1970	Galveston ..... 43 <sup>rd</sup>	2021	Temple ..... 93 <sup>rd</sup>
1971	Dallas ..... 44 <sup>th</sup>	2022	Lubbock ..... 94 <sup>th</sup>
1972	Houston ..... 45 <sup>th</sup>	2023	Beaumont ..... 95 <sup>th</sup>
1973	Waco ..... 46 <sup>th</sup>	2024	Longview ..... 96 <sup>th</sup>
1974	Amarillo ..... 47 <sup>th</sup>	2025	San Antonio ..... 97 <sup>th</sup>
1975	Abilene ..... 48 <sup>th</sup>		
1976	College Station ..... 49 <sup>th</sup>		

# Board of Directors and Annual Calendar

## Chapter 3

### Table of Contents for Chapter 3

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*TEEA Manual*



# TEEA Board of Directors - Elected Positions 2022-2023

## Executive Committee

### **President**

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

Connie Troxel (2022-2024)  
PO Box 1172  
Whitehouse, TX 75791  
Phone: 936-201-8078  
Email: conntrox@aol.com

### **Secretary**

Peggy Viets (2022-2024)  
322 Independence Dr. Apt 517  
Port Lavaca, TX 77979  
Cell: 361-655-0368  
Email: pav.ccfair@yahoo.com

### **Treasurer**

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

### **Treasurer-Elect**

Rachel Monday (2022-2023)  
P.O. Box 4194  
Victoria, TX 77903-4194  
Cell: 361-649-1212  
Email: rachel.monday@zoho.com

## District Directors

2022-2023

### 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 (2022-2024)  
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

Leslie Davis (2022-2024)  
115 S. Mesquite Street  
Ft. Stockton, TX 79735  
Cell: 936-201-9078  
Email: Leslie.davis@ag.tamu.edu

### District 7 Director

Lisa Zinz (2022-2024)  
P.O.Box 533  
Burnet, TX 78611  
Cell: 512-755-3620  
Email: tlkzinz@hotmail.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

Clara Jones (2022-2024)  
15707 Kuykendahl Ct.  
Conroe, TX 78384  
Cell: 409-718-7266  
Email:  
mzjonezj@gmail.com

### District 10 Director

Judy Wheeler (2022-2024)  
3398 FM 1185  
Lockhart, TX 78644  
Cell: 512-228-9608  
Email: jcwheeler@gmail.com

### District 11 Director

Knellen Quinteros (2022-2024)  
11251 Dierking Rd.  
Brenham, TX 77833  
Cell: 979-337-4527  
Email: skquinteros@yahoo.com

### District 12 Director

Dr. Ida Acuna Garza (2012-2024)  
1907 Renee Lane  
Edinburg, TX 78539  
Phone: 956-279-1689  
Email: idagarza2010@gmail.com

## **Education Committee Chairs - Elected Positions 2022-2024**

### **Education Committee Chair, District 1**

Rosabelle Leal  
616 E. 1<sup>st</sup> Street  
Dalhart, TX 79022  
Phone: 806-244-5888  
Cell: 806-333-0092  
Email: Rosabelle\_leal@yahoo.com

### **Education Committee Chair, District 2**

Jeanita McIlroy  
111 Avenue Z  
Snyder, TX 79548  
Phone: 325-207-0740  
Email: jeanitamc@gmail.com

### **Education Committee Chair, District 4**

Kay Karns  
7639 FM 2071  
Gainsville, TX 76240  
Phone: 505-205-5843  
Email: kaykarns@yahoo.com

### **Education Committee Chair, District 9**

Kay Trott  
15105 Paradise Court  
Willis, TX 77318  
Phone: 936-244-1157  
Email: kayect@gmail.com

## **TEEA Board of Directors - Appointed Positions Voting Members**

### ***The TEEA Messenger Editor***

D'Ann White (2020-2022)  
P.O.Box 233  
Kountze, TX 77625  
Cell: 409-926-8502  
Email: danielwhitefamily@gmail.com  
Messenger Articles email:  
TEEMessenger2020@gmail.com

### **Alumnae Committee Chair**

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

## **TEEA Board of Directors - Non-Voting Members**

### **AgriLife Extension Advisor**

Dr. Joyce Cavanagh, Associate Professor and  
Extension Specialist  
2251 TAMU (for mail)  
1470 Wm. D. Fitch Pkwy Rm. 102D (delivery  
only)  
College Station, TX 77843-2251  
Phone: 979-321-5015  
Email: jacavanagh@ag.tamu.edu

### **990 Consultant**

Phone:  
Cell:  
Email

# **Texas A&M AgriLife Extension Service Regional and County Contacts for TEEA Board of Directors 2022-2024**

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

### **North Region (1 & 2)**

Molly Forman  
1102 E. Drew St.  
Lubbock, TX 79403-6603  
Phone: 806-746-6101  
Email:  
molly.forman@ag.tamu.edu

### **Central Region (3 & 8)**

Dana Tarter  
P.O. Box 2159  
Vernon, TX 76385-2159  
Phone: 940-552-9941  
Email: d-tarter@tamu.edu

### **East Region (4 & 5)**

Paula Butler  
17360 Coit Road  
Dallas, TX 75252-6502  
Phone: 972-952-9229  
Email: pibutler@ag.tamu.edu

### **West Region (6 & 7)**

Stacy Drury  
7887 US Highway 87 N  
San Angelo, TX 76901  
Phone: 325-653-4576  
Email: stacy.drury@ag.tamu.edu

### **Southeast Region (9 & 11)**

Erika Bochat  
10345 State Hwy 44  
Corpus Christi, TX 78406-1412  
Phone: 361-265-9203  
Email: erika.bochat@ag.tamu.edu

### **South Region (10 & 12)**

Jana Osbourn  
1618 Garner Field Road  
Uvalde, TX 78801  
Phone: 830-278-9151  
Email: jana.osbourn@ag.tamu.edu

### **Texas 4-H Center**

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

## County Extension Agents in TEEA District Director Counties 2022-2024

### **District 1 – Hansford County**

Kristy Slough (CEA-ANR)  
223 Main St.  
Annex Building  
Spearman, TX 79081  
Phone: 806-659-4130  
Email: kristy.slough@tam.u.edu

### **District 2 - Scurry County**

Ronda White  
2605 Avenue M  
Snyder, TX 79549  
Phone: 325-573-5423  
Email: ronda.white@ag.tamu.edu

### **District 3 - Parker County**

Kathy Smith  
604 N. Main St.  
Weatherford, TX 76086-2436  
Phone: 817-598-6168  
Email: kathy.smith@ag.tamu.edu

### **District 4 – Montague County**

Melanie Potter  
Courthouse, First Floor  
266 Franklin St.  
Montague, TX 76251  
Phone: 940-894-2831  
Email: melanie.potter@ag.tamu.edu

### **District 5 - Cherokee County**

Stephanie Walley  
165 E. 6<sup>th</sup> St. #104  
Rusk, TX 75785  
Phone: 903-683-5416  
Email: stephanie.walley@ag.tamu.edu

### **District 6 - Pecos County**

Karan Heffelfinger  
P.O. Box 1357  
Fort Stockton, TX 79735  
Phone: 432-336-2541  
Email: kaheffelfinger@ag.tamu.edu

### **District 7 – Burnet County**

Kailey Roberts  
607 Vandevener, Suite 100  
Burnet, TX 78611-2757  
Phone: 512-756-5463  
Email: Kailey.roberts@ag.tamu.edu

### **District 8 –Eastland County**

Amy O'Brien-Glenn  
102 North Lamar, Suite 307  
Eastland, TX 76448-2700  
Phone: 254-629-1093  
Email: Amy.o'brien-glenn@ag.tamu.edu

### **District 9 – Montgomery County**

Caroline Cruz  
9020 Airport Rd.  
Conroe, TX 77303-4334  
Phone: 936-539-7822  
Email: caroline.cruz@ag.tamu.edu

### **District 10 – Caldwell County**

Elsie Lacy  
1403 Blackjack Street, Suite B  
Lockhart, TX 78644  
Phone: 512-398-3122  
Email: elsie.lacy@ag.tamu.edu

### **District 11 – Washington County**

Hannah Krebs  
1305 E Blue Bell Rd Ste 104  
Brenham, TX 77833-2436  
Phone: 979-277-6212  
Email: Hannah.krebs@ag.tamu.edu

### **District 12 – Hidalgo County**

Stephanie Bowman  
4210 N 13<sup>th</sup> Ave  
Edinburg, TX 78541-3582  
Phone: 956-383-1026  
Email: stephanie.salinas@ag.tamu.edu

# TEEA 2022-2023 Calendar

## October 2022

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- |       |   |
|-------|---|
| 1     | State Board and County Association Chairs begin their terms<br>County Chair sends County List of Association Officers (page 6-12) to District Director<br>Club President sends TEEA Membership List (page 5-8) and dues to County Chair<br>Articles are due to <i>The TEEA Messenger</i> Editor |
| <hr/> |   |
| 9-15  | 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 2022

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- |       |  |
|-------|--|
| 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<br>Club President submits names of 20 year TEEA Clubs and 5 year increments thereafter (page 5-24) to the County Chair<br>Club President submits nominee for Texas Treasure Award (page 5-26) to County Chair<br>Club President submits nominee for Texas Leadership Award (page 5-28) to County Chair<br>Club Treasurer submits Name Badge Order to County Treasurer<br>County Treasurer submits Name Badge Order form and Check to Name Badge Chair (See page 5-35)<br>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/> |  |
| 2-4   | TEEA Fall Board Meeting at 4-H Center, Brownwood, Texas  |
| <hr/> |  |
| 24    | Happy Thanksgiving   |
- 

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

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9/22

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## December 2022

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- 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

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31      Club membership dues are delinquent.

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**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 15<sup>th</sup>

**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.

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## January 2023

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1      Happy New Year!

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## February 2023

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- 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 2023

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- 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 2023

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- 1 Alumnae Scholarship applications due to the Alumnae Committee Chair
- 

## May 2023

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- 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
- TEEA President sends TEEA 4-H Scholarship winners (and contact information) to the 4-H Foundation for invitations to 4-H Scholarship Banquet during RoundUp.
- 
- 8-10 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 Adult Career Scholarship winner application and give to Adult Career Scholarship Committee Chair
- 

## June 2023

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

## July 2023

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- 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)
- 

9/22

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## August 2023

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- 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.

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**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.

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## September 2023

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

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

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## October 2022

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- 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
- 1-7 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:

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

## 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

# TEEA 2022-2023 State Education Programs

## **Planning Parties with Pizazz!**

Objectives:

1. Define what makes a party click.
2. Clarify the steps to being a successful hostess/host.
3. Identify terrific party themes.
4. Discuss how to develop a good party plan.
5. Explain how to feed a crowd nutritiously and safely.
6. Demonstrate party centerpieces, favors, games, and entertainment ideas.
7. Share examples and samples of party recipes.

## **Healthy Aging and Remembering it: Connecting Diet with Cognition**

Objectives:

1. Understand the difference between normal and abnormal aging as it pertains to cognition.
2. Learn how you can reduce the risk of cognitive decline as you age.
3. Identify foods that can help reduce the risk of cognitive decline.

## **Canning: Has it Changed Since your Grandma's Day?**

Objectives:

1. Learn about the history of food preservation.
2. Discuss common mistakes made in water-bath and pressure canning.
3. Increase knowledge of safe research based canning practices.

## **Family Literacy**

Objectives:

1. Understand that family literacy encompasses a continuous literacy development program throughout the life cycle.
2. Understand that reading is the number one predictor of school success.
3. Know that a passion for reading begins in the home and that parents serve as their children's first teachers.
4. Understand that parents and grandparents serve as significant role models in promoting reading in the family.
5. Develop community partnerships with 4-H and other interested organizations.
6. Implement a multi-generational program with outstanding outreach possibilities.

## TEEA Programming Resources

The following are some aids to support programming by TEEA clubs. If you have questions about accessing any of these resources, please contact your county Extension office.

**1. TEEA Website:** <http://teea.tamu.edu>

The TEEA website is your source for the most up-to-date information regarding programming efforts, materials available, and updates to procedures and forms that your club may need. This space is **yours**, and materials are easily posted and/or removed as you see fit.

To access the TEEA website, go to: <http://teea.tamu.edu>. For information about posting information, documents, etc., please e-mail Joyce Cavanagh at [JACavanagh@ag.tamu.edu](mailto:JACavanagh@ag.tamu.edu).

**2. National Institute on Aging, The National Institutes of Health - Age Pages**

National Institute on Aging (NIA) leads a broad effort to understand the nature of aging and to extend the healthy, active years of life. NIA provides leadership in aging research, training, health information dissemination, and other programs relevant to aging and older people. The NIA Age Pages provide information and resources about common conditions that may accompany aging.

Resources and materials from NIA may be accessed and downloaded (for free, in most cases) in English and Spanish from: <https://www.nia.nih.gov/health/publication/all>. They may also be available in print form (for free, in most cases) in English and Spanish by ordering on-line.

**3. Universal Design Living Devices**

There are many simple, inexpensive devices that can make daily activities easier and safer for the elderly and for those who have physical disabilities. This publication suggests products for living and sleeping areas, kitchens, and bathrooms. Examples include appliances that can be used with one hand, lever handles for doors, magnifiers, and dressing aids.

Publications E-257 "Assistive Devices for the Home" and E-448 "Adapting Your Home for More Accessible Living" may be accessed at <http://agrillifebookstore.org>. There is also a Universal Design Living Devices Kit located in each district office with examples of items that may be used to make your home and your life more friendly and accessible.

**4. Texas Extension Disaster Education Network**

Texas Extension Disaster Education Network provides credible and reliable information relating to disaster preparedness and recovery. Resources and materials related to disaster education may be accessed at: <http://texashelp.tamu.edu/>.

**5. Texas A&M AgriLife Extension Service AgriLife Learn Digital Education**

The AgriLife Extension Service AgriLife Learn site is your source for a variety of digital educational resources produced by Texas A&M AgriLife Extension Service including publications, courses and educational merchandise. You may access resources at: <http://agrillifelearn.tamu.edu/>.

## 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 \$29.95 per hour?

- The IndependentSector.org provided this amount as a minimum value for general volunteer hours for 2022 based on Bureau of Labor Statistics wage data (<https://independentsector.org/value-of-volunteer-time-2022/>).
- 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 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 - \$29.95 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 29.95 =)," 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 \$29.95 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 \$29.95) multiply the total hours and partial hours (i.e., 10.5 hours) times \$29.95, 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 \$29.95)," multiply the total hours and partial hours (i.e., 10.5 hours) times \$29.95, 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 29.95)," multiply the total hours and partial hours (i.e., 10.5 hours) times \$29.95 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



**Club Monthly Report, 2022-2023      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 \$29.95=)	Total Donated
	Parties with Pizazz										
	Healthy Aging										
	Canning										
	Family Literacy										
	Other										
	<b>TOTAL</b>										

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 \$29.95 =)	Total Donated
TEEA	\$			\$
4-H	\$			\$
Community	\$			\$
Coins for Friendship				\$
Dollars for Scholars				\$
Scholarships				\$
	Total Donated: \$			

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

## Club Annual Report, 2022-2023

### 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 \$29.95 =)	Total Donated
	Parties with Pizazz										
	Healthy Aging										
	Canning										
	Family Literacy										
	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 \$29.95=)	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 2022-2023
\$ _____		\$ _____		\$ _____

## 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 \$29.95!

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 25px; vertical-align: middle;"></span>
MEMO <i>Education Programs</i> _____		_____ <i>Texas Extension Education Association</i>

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 25px; vertical-align: middle;"></span>
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:
- ***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 14<sup>th</sup> 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: Leslie Davis  
 115 S. Mesquite  
 Ft. Stockton, TX 79735  
 Phone: 936-201-8078  
 Email: Leslie.davis@ag.tamu.edu

## **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 \$29.95 per hour?**

- The IndependentSector.org provided this amount as a minimum value for general volunteer hours for 2022 based on Bureau of Labor Statistics wage data (<https://independentsector.org/value-of-volunteer-time-2022/>).
- 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.

## County Association Monthly Report, 2022-2023

### 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 \$29.95 =)	Total Donated
	Parties with Pizazz										
	Healthy Aging										
	Canning										
	Family Literacy										
	Other										
	<b>TOTAL</b>										

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.)
	\$		
	\$		
	<b>Total \$</b>		
	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 \$29.95 =)
			Total Donated
	TEEA	\$	
	4-H	\$	
	Community	\$	
	Coins for Friendship		
	Dollars for Scholars		
	Scholarships		
			<b>Total Donated: \$</b>

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

# County Annual Report, 2022-2023

## 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 \$29.95 =)	Total Donated
	Parties with Pizazz										
	Healthy Aging										
	Canning										
	Family Literacy										
	Other										
	<b>TOTAL</b>										

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 \$29.95 =)	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 2022-2023
\$		\$		\$



## 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](mailto:crusieralexander@sbcglobal.net)

Polly Krenek, TEEA President  
916 CR 337  
Bertrum, TX 78605

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 A. Quilts Twin Size or larger – Hand Quilted – constructed and quilted by two or more members
- 23 B. Quilts Twin Size or larger – Machine Quilted – constructed and quilted by two 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)

## 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, 23A, 23B, 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: \_\_\_\_\_

	Category	Item	Winner's Name
22	Quilts - larger than 50 x 70 - machine quilted	1. _____	1. _____
		2. _____	2. _____
23A	Quilts – Twin size or larger - hand quilted – constructed or quilted by 2 or more members	1. _____	1. _____
		2. _____	2. _____
23B	Quilts – Twin size or larger - machine quilted – constructed or quilted by 2 or more members	1. _____	1. _____
		2. _____	2. _____
24	Recycled Items	2. _____	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. _____

24. District Directors send the checks received from the County Association Chairs to the TEEA Treasurer. These checks may be membership dues, State TEEA Conference registration, Coins for Friendship (sent by June 15), Dollars for Scholars (sent by June 15), etc. Be sure the County Chair remembers to write "for deposit only" on the back of each check. If it is not written, the District Director must write it on the back of the check before mailing the check to the TEEA Treasurer. When a check is forwarded to the TEEA Treasurer, the District Director fills out the Remittance to TEEA Treasurer Triplicate Book form (obtained from the TEEA Treasurer) with the name, county, and purpose of the check. The white and pink copies are mailed with the check from the district to the TEEA Treasurer. The yellow copy can be attached to:

- the copy of the check, or
- a copy of the form being sent, or
- may stay attached in the Remittance to TEEA Treasurer Triplicate Book.

After the TEEA Treasurer deposits the check, the pink copy is returned to the District Director. The District Director then staples the pink copy to the yellow copy, verifying that the check was received and deposited by the TEEA Treasurer. All collected membership dues should be forwarded to the TEEA Treasurer when received, but never later than December 31 to avoid delinquency.

25. If district, county, or club gross income exceeds 50,000, the IRS form 990 must be submitted by May 15 to the IRS. If gross income is below \$50,000, IRS Form 990-N (e-postcard) must be submitted by May 15 to the IRS. **TEEA's 501(c)(3) status depends on meeting these IRS requirements at levels of the organization annually.**

### **Conference Delegates**

26. Upon receipt of Form A - \_\_\_\_\_ County Delegates and Alternates from the counties, verify that all elected delegates are current dues-paying TEEA members. Fill out Form B - District Registration Credentials List (page 7-47) from the county Form A's to create the District Registration Credential List. Bring all Forms A and B to the State Conference for district registration.
27. Upon completion of the district's registration at the conference, District Directors transfer the names of the three delegates/alternates per county on Form B to Form C - TEEA State Credentials List (page 7-48). Submit it to the Credentials Committee along with a completed Form D - District \_\_\_\_\_ Credentials Report (page 7-49) that gives each district's total registration of all attending.

### **Scholarships**

28. In the District Fall Training, the District Director announces to the county chairs the scholarships available and the due dates for their submission.
29. On March 1, the District Director receives the Adult Career Scholarship applications and submits the winning application to the TEEA Adult Career Committee Chair at the Spring Board Meeting.
30. On March 1, the District Director receives the TEEA Alumnae Scholarship applications and submits to the TEEA State Alumnae Chair postmarked by April 1.
31. After March 1, the District Director receives the county TEEA 4-H Scholarship winner's application and 4-H Recordbook. The District Director coordinates judging for the District TEEA 4-H Scholarship winner. The winner's application and personal information page from the 4-H Recordbook are submitted to the TEEA President and TEEA Treasurer. Recipients should be informed that they will also be recognized at the District Spring Conference and at the 4-H Scholarship Banquet during 4-H Round-Up.

### **Cultural Arts**

32. The District Director sends the District Cultural Arts Winners forms (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.
33. The Host District Director in charge of the State Cultural Arts Show will enter the first place winners on the State Cultural Arts Winners - Host District Director Form (pages 7-33 and 7-34). Use this form to announce the winners at the Cultural Arts Parade of Winners during the State Conference. Give one copy to the TEEA President at the State Conference immediately after the judging is completed.

## 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		Approved Resolutions from Spring Conference	No later than 10 days prior to TEEA Spring Board Meeting	TEEA President, Resolutions Committee Chair	
District Director	Copy of the winner's TEEA 4-H Scholarship Application form/ and personal information from TX 4-H Recordbook		May 1	<i>TEEA President &amp; Treasurer, District Director</i>	
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)	<i>Adult Career Scholarship Committee Chair</i>	

<b>Person Responsible</b>	<b>Name of the Form</b>	<b>Other Activities</b>	<b>Due Date</b>	<b>To Whom</b>	<b>Date Sent</b>
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	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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**District\_\_\_\_\_Annual Report, 2022-2023                      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 \$29.95=)	Total Donated
	Parties with Pizazz										
	Healthy Aging										
	Canning										
	Family Literacy										
	Other										
	<b>TOTAL</b>										

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 \$29.95=)	Total Donated
TEEA	\$			\$
4-H	\$			\$
Community	\$			\$
Coins for Friendship				\$
Dollars for Scholars				\$
Scholarships				\$
	Total Donated: \$			

<b>Total Program Dollars</b>	<b>+</b>	<b>Total Honor Roll of Counties Dollars</b>	<b>=</b>	<b>Total Value Donated for Year 2022-2023</b>
\$ _____		\$ _____		\$ _____



## Cultural Arts Winners – District Form

District: \_\_\_\_\_ Date: \_\_\_\_\_

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

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## District Resolutions

According to Roberts Rules of Order, “a resolution is a ‘main’ motion that needs to be expressed formally in writing, to attach a special level of importance”. The purpose of a resolution is to propose a change; make a recommendation; or acknowledge a person, club, or county. A courtesy resolution acknowledges the value of an event, the planners, etc. Resolutions are usually brought by an organizational group, such as, a TEEA District or County Association.

1. A Resolution Committee shall be appointed by the District Director at the beginning of the membership year. The committee shall meet to conduct their business before the Spring Conference.
2. Immediately after the opening of the fall training, the District Director should call the Resolution Committee Chair to the platform and introduce him/her. The Chair should read the policy relative to resolutions and state where and when the committee is holding its sessions. Other members should be asked to stand so the delegates may know them.
3. Members may submit recommendations to the Committee for consideration. Each resolution submitted shall be typewritten and signed by the County Association Chair. All resolutions should be approved by the committee chair. An approved resolution must be received by the District Director no later than 15 days prior to the Spring Conference.
4. The Resolutions Committee has the right to approve or reject by majority vote any resolution presented for consideration. The committee may initiate resolutions.
5. Resolutions shall be presented at the Spring Conference by the Chair. Proposed resolutions shall be provided to Delegates at Registration and subject to vote at the Conference.
6. The Resolutions Chair or members of the committee may not discuss motions when presented except to give additional information, clarify, or answer questions.
7. No resolutions may be presented from the floor.
8. Resolutions may be amended by a majority vote.
9. When resolutions are presented for action, the voting body shall be seated together.
10. Only Resolutions approved by the District can be forwarded to the TEEA State Board Resolutions Committee. These Resolutions must be signed by the District Director and submitted no later than 10 days prior to the TEEA Spring Board Meeting.

Reference Bylaws Article XX, Resolutions.

## State Cultural Arts Winners – Host District Director Form



District: \_\_\_\_\_ Date: \_\_\_\_\_



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

## 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 \$29.95.

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$ <input style="width: 150px; height: 25px;" type="text"/>
MEMO <u>Education Programs</u>		<u>Texas Extension Education Association</u>

 <small>Texas Extension Education Association, Inc.</small>		
PAY TO THE ORDER OF _____		\$ <input style="width: 150px; height: 25px;" type="text"/>
MEMO <u>Honor Roll of Counties</u>		<u>Texas Extension Education Association</u>

# 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:

2022-2024: Districts 1, 2, 4, and 9  
2024-2026: Districts 5, 6, 8, and 10  
2026-2028: Districts 3, 7, 11, 12

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.

## Expenses

1. Expenses to Board meetings will be paid for the Education Chair (see Chapter 9).
2. The educational programs each have a designated budget of \$500 for their programs. This amount covers speakers, workshop packets, and any non-standard audio visual equipment (such as DVD player, speakers), etc. Chairs work with the AgriLife Advisor on program packets and materials to meet objectives and budget on printing. This is important if speakers' expenses will be covered.
3. Each Chair should keep records of all non-print expenses and submit these expenses on an Expenditures Worksheet (page 8-4). Submit these expenses and receipts to the TEEA Treasurer at the State Conference or within 10 days after the State Conference.
4. Copying will be coordinated by the AgriLife Advisor.

### State TEEA Spring Board Meeting and Fall Board Meeting

Take working papers to the Spring and Fall Board meetings in Brownwood.

- Minutes and financial report of previous meeting.
- Ideas for materials for your specific program and full Board meeting.
- Complete plans for your workshop at the conference to Spring Board meeting.
- Other items as requested by the TEEA President or your advisors.
- A copy of the TEEA President's letters, appointments, or assignments. File all correspondence.

### Education Chair Duties for State Conference

1. To the May Board meeting, bring your program goals and objectives, a draft of the lesson, a brief description of the planned program, the Workshop Equipment Request List (page 8-5), and the speaker's biography to *The TEEA Messenger* Editor, TEEA President, TEEA Second Vice President for Programs, TEEA Secretary and Advisor. Keep a copy of the information for introducing the speaker.
2. To the May Board meeting, bring the information as you wish it to appear in print for the program. Include the workshop title; speaker's name, titles, and affiliations; and a brief description of the workshop's content. Provide to the TEEA President and TEEA Second Vice President for Programs.
3. Provide an electronic copy of your workshop material (PowerPoint presentation, Leader's Guide, handouts, activities, etc.) to the AgriLife Extension advisor by July 1.
4. For county packets, printing of the workshop materials and handouts (see the need for additional handouts below) will be coordinated by the AgriLife Advisor and transported to the annual State Conference. Materials will be collated into packets for County Association Chairs of active counties, Board of Directors members, Alumni Chairs, *TEEA Messenger* Editor, and the advisor. The material should contain:
  - Program goals, objectives, content, activities, evaluation and resources.
  - Any other information, samples, or brochures that would be beneficial to the program.
5. Additional handouts for State Conference attendees will be printed based on registration numbers provided by the TEEA Treasurer (typically 100-125 copies for Wednesday afternoon workshops; 350 copies for General Session workshop).
6. Send a thank-you note to those who assisted you (hostess, speaker, photographer, etc.).
7. Prepare and deliver a workshop commercial prior to the workshop.
8. Prepare ideas for the next educational workshop to present at the Fall Board Meeting.
9. Pass TEEA Manual to the new Chair within 30 days after the state meeting when your term is completed.
10. Answer correspondence promptly and send copies of pertinent correspondence to the TEEA President, TEEA Second Vice President for Programs, TEEA Secretary, and a copy to the AgriLife advisor.

## Board Members

The TEEA State Board Executive Committee (TEEA President, TEEA President-Elect, TEEA First Vice President for Leadership, TEEA Second Vice President for Programs, TEEA Secretary, TEEA Treasurer and Treasurer-Elect), the 12 District Directors, the four Education Committee Chairs, the Alumnae Chair, and *The TEEA Messenger* Editor are voting members of the TEEA Board. The 990 Consultant and the Extension Advisor are non-voting members of the TEEA State Board. It is the role of the TEEA State Board to set the direction for the organization based on its mission and vision.

The Executive Committee meets prior to each TEEA State Board meeting to discuss agenda and items to be presented to the TEEA Board for action. The Executive Committee sets a positive direction for the organization to move forward the mission and vision of the organization. Motions are submitted from the Executive Committee to the TEEA State Board on action items.

Expenses for Board meetings and the TEEA State Conference are reimbursed to all Board members. This reimbursement must be related to transportation to and from meetings, meals, lodging, and any general expense related to the meeting may also be covered.

Travel: 50 cents per mile or airfare, whichever is lowest

Rooms: Usually paid by a master account for the Board

The 1<sup>st</sup> Vice President will assign travel buddies, for safety and cost savings, at least 2 weeks prior to Board Meetings and the State Conference. If there is a legitimate reason to not travel with the assigned travel buddy, claims submitted will be reviewed by the Expenditure Committee to determine eligibility for any reimbursement (half mileage or less). The other party will still receive full reimbursement. Travel to connect with a travel buddy will be reimbursed to the member at the full rate.

Board members must turn in a TEEA Board Member Expense Reimbursement form for expenses to date at the first general session of the Fall, Spring, and Pre-conference TEEA Board meetings. Any receipts must be signed and attached to the form and given to members of the Expenditures Committee.

Reimbursement expenses are reviewed by the Expenditures Committee to be sure the expenses are accurate and relevant. Checks for these expenses will be disbursed at the current TEEA Board or Conference meeting. Any adjustments or additions must be mailed to the TEEA Treasurer within 10 days. Please cash all checks within 10 days of receipt.

### Executive Committee

The President and Treasurer have a yearly allotment set aside for expenses (see chart below). An additional budget allocation is included for 'Other Board Expenses' to cover any applicable and approved expenses for the remaining Executive Committee and Board members. Board members' expenses start at the post-conference board meeting. Executive committee members should submit signed bills and receipts when requesting reimbursement funds. The funds can be requested monthly, quarterly, or yearly by using the TEEA Board Members' Expense Reimbursement form (page 9-5).

Job Title	Maximum Allotment
TEEA President	\$500.00
TEEA Treasurer	600.00
Other Board Member Expenses	500.00
Total	\$1,600.00

## Board Member Expenses

1. *The TEEA Messenger* Editor's expenses for Board participation are reimbursed.
2. The Alumnae Chair's expenses are reimbursed for the Fall and Spring Board Meeting and the State Conference.
3. The Parliamentarian's expenses are paid per the contract.
4. Education Committee Chairs
  - State Conference allocation: a budget of \$500 is planned for each Education workshop. This is for: speakers, printing educational packets for active counties, and the number of educational materials needed for participants in each workshop (100-125 copies for Wednesday afternoon workshops; 350-400 copies for morning General Session workshop), equipment, or other miscellaneous expenses for the workshops. Education Chairs coordinate with advisor on developing, reviewing and printing educational materials. For expenses other than printing, committee Chairs should submit receipts and invoices to the TEEA Treasurer within 30 days after the State Conference for reimbursement and/or payment.
5. Ad Hoc Committees

Occasionally, Board members serve on committees that expend funds. Upon Board approval of a project, bills are to be sent to and paid by the TEEA Treasurer. The Chairman's approved expenses for the assignment are reimbursed.
6. Debit Card

TEEA has a debit card to be used for official TEEA business only. It is to be used to cover such expenses as advance reservations at hotels for Board meetings, state conference expenses, airline tickets, etc. The TEEA Treasurer will immediately record all debit card purchases. The TEEA President and TEEA Treasurer will sign the debit card application and are the only ones authorized to use the debit card.



# State Annual Report for 2022–2023

## Educational Programs, TEEA Volunteer Hours, and Scholarships

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.

	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 \$29.95=)	Total Donated
Parties with	Parties with Pizazz										
	Canning										
	Healthy Aging										
	Family Literacy										
	Other										
	<b>TOTAL</b>										

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 \$29.95 =)	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 2022-2023
\$ _____		\$ _____		\$ _____

**Texas Extension Education Association  
2022-2023 Budget**

**INCOME**

State Membership Dues	\$25,000
Coins For Friendship	5,000
Dollars For Scholars	3,000
Name Badges	1,000
TEEA Sales	1,000
State Conference	24,000
Interest On Accounts	800
Alumnae Silent Auction	2,500
State Board Silent Auction	350
Transfer from Current Funds	22,900

<b>TOTAL PROJECTED INCOME</b>	<b>\$85,550</b>	<b>\$85,550</b>
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**EXPENSES**

**4-H SUPPORT**

President's Expenses for RoundUp	300	
Consumer Sciences	500	
Food & Clothing Program	3600	
Scholarships	18,000	
Coins For Friendship	5,000	
<b>SUB-TOTAL</b>	<b>27400</b>	<b>\$27,400</b>

**STATE CONFERENCE**

Planning	3,000	
Conference	24,000	
<b>SUB-TOTAL</b>	<b>\$27,000</b>	<b>27,000</b>

**SCHOLARSHIPS**

Adult Career	2,000	
Alumnae	3,000	
<b>SUB-TOTAL</b>	<b>5000</b>	<b>5,000</b>

**EDUCATION & TRAINING**

Education Committee	2,000	
Fall Board Meeting	6,000	
Spring Board Meeting	6,500	
<b>SUB-TOTAL</b>	<b>14500</b>	<b>14,500</b>

**NEWSLETTER**

The TEEA Messenger	6,000	
<b>SUB-TOTAL</b>		<b>6,000</b>

**LEGAL & ADMINISTRATIVE**

Conciliation/Tax Preparation	300	
District Directors/Officer Liability Ins.	3,200	
Printing	200	
Office Equipment & Supplies	750	
Treasurer/President	600	
TEEA President's Discretionary Fund	200	
Other Board Expenses	200	
State Board Equipment	200	
<b>SUB-TOTAL</b>	<b>5,650</b>	<b>5,650</b>

<b>TOTAL PROJECTED EXPENSES</b>	<b>\$85,550</b>	<b>\$85,550</b>
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**TEEA BUDGET NARRATIVE**  
**October 1, 2022- September 30, 2023**

**INCOME**

**State Membership Dues - @ \$15.00 x 1667 membership**

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 the 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 Member's Silent Auction at Fall Board Meeting

**Transfer from Current Funds**

Intended to reconcile income and expenses. Will only be done if needed, and no more than the amount printed in this budget without approval.

**EXPENSES**

**4-H Support**

**President's Expenses for RoundUp**

Travel for President to attend 4-H Scholarship Banquet

**Consumer Decision Making Contest**

Funds to support the Consumer Decision Making Contest at 4-H Round-up

**4-H Food and Clothing Program**

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

**4-H Scholarships**

Funds for the 12 4-H Scholarships (currently @ \$1500) 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 and 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

### **Printing**

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

### **Office Equipment & Supplies**

Funds to purchase office supplies, equipment, and postage

### **Treasurer's/President's Bonds**

Cost for these two positions to be bonded

### **President's Expense Fund**

State president's discretionary account to offset unanticipated expenses

### **Other Board Expenses**

1<sup>st</sup> Vice President for Leadership, 2<sup>nd</sup> Vice President for Programs, Secretary, Treasurer, and President-Elect

### **State Board Equipment**

Funds from the 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

7/26/2022, Rexine Scarborough, Treasurer; Amended at State Conference in Lubbock

# Standing Committees

## Chapter 11

### Table of Contents for Chapter 11

TEEA Manual Committee .....	11-2
Resolutions Committee .....	11-3
Finance Committee .....	11-4
Financial Review Committee .....	11-6
Bylaws Committee .....	11-7
Alumnae Committee .....	11-8
Adult Career Scholarship Judging Committee .....	11-12
Credentials Committee .....	11-13
Media Committee .....	11-21
Leadership Committee .....	11-22
Election Committee .....	11-23
Sales Committee .....	11-26

## Resolutions Committee

1. A Resolutions Committee is appointed by the TEEA President. The committee Chair's name and address shall be printed in each issue of *The TEEA Messenger*, along with information concerning how to submit a resolution and the correct procedure required.
2. A proposed resolution shall:
  - \* Be related to the interest of TEEA.
  - \* Be in the correct form and terminology.
  - \* Not be presented from the floor.
  - \* Include the name of the county or district where it originated.
3. Proposed Resolutions from Districts shall be submitted to the Chair no later than 10 days prior to Spring Board Meeting. The committee will also be allowed to prepare resolutions, but resolutions must be presented at the Spring Board Meeting before the State Conference. The committee will be responsible for the Courtesy Resolution at the State Conference.
4. The Resolutions Committee has the right to approve or reject by majority vote any resolution presented for consideration. All committee approved resolutions are brought to the Board for a vote prior to the conclusion of the TEEA Spring Board Meeting. Board approved Resolutions are brought to the State Conference for Delegate Vote. They are published in the Messenger Summer issue with other items for Delegate vote.
5. Any proposed resolutions that are rejected by the Committee or the TEEA Board shall be returned to the originating district with a letter of explanation as to why it was rejected.
6. Approved Resolutions shall be presented at the State Conference by the Committee Chair. The Resolutions Chair or members of the committee may not discuss motions when presented except to give additional information, clarify or answer questions. Resolutions may be amended by a majority vote.

See Bylaws, Article on Committees and Article on Resolutions.  
Bylaws Reference, Article XX, Resolutions

## Finance Committee

1. The Finance Committee 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.

## **Expenditures Sub-Committee**

1. Promptly upon assuming office, the TEEA President will appoint members from the current Board to serve on the Expenditures Sub-Committee.
2. At the Post-Conference Board Meeting, all Board members are given instructions on filling out the TEEA Board Member Expense Reimbursement form when the TEEA Treasurer distributes the forms.
3. Board members must turn in a TEEA Board Member Expense Reimbursement form for expenses to date at the first general session of the Fall, Spring, and Pre-conference Board Meetings. All receipts must be signed and attached to the form and given to members of the Expenditures Sub-Committee.
4. Separate forms must be submitted if requesting reimbursement for expenses for more than one Board position or purpose (i.e., District Director, Standing Committee, State Conference). Again, all receipts must be signed by the Board member and the receipt or a copy of the receipt attached.
5. The Board Member Expenditure Reimbursement form is checked for accuracy, legitimate expenses and correct addition; it is then initialed by all members of the Expenditure Committee. Approved forms are submitted to the TEEA Treasurer for payment.
6. All completed and approved Board Member Reimbursement Forms are given to the TEEA Treasurer, with a record of the expense for each Board Meeting.
7. The Committee Chair then creates a summary of total expenditures and submits to the secretary along with the committee report.




## **Sales Committee**

1. The President will appoint members to the TEEA Sales Committee promptly after assuming office.
2. The Sales Committee will review current inventory and determine if there is a sufficient quantity and/or "discontinued" items (determine not to reorder) any of the less popular items.
3. The Sales Committee will decide if there is any new merchandise to carry, and research prices for the new merchandise.
4. The Sales Committee will create a catalog and an order form to make available to the District Directors at the conference. The Sales Committee Chair will maintain the Catalogue.
5. The Sales Committee will work the booth at the conference and solicit volunteers for the booth.
6. The Sales Committee Chair will receive payments (checks made to, TEEA, Inc.) then count the balance and submit to the Treasurer along with the carbon remittance forms.
7. The Sales Committee Chair will compile data from sales and give a report at the Fall Board meeting.
8. Sales will not open while meetings are in progress at the State Conference.
9. Sales Committee Chair will send all Expenditures on an Expenditure Form (9-5) to the Expenditure Committee Chair and Treasurer, for reimbursement.
10. For really large orders, if possible, invoices can be sent directly to TEEA treasurer, or if Payment is needed, contact the TEEA President for use of the debit card.
11. The Chair will keep a list of vendors used and pass to the successor.
12. Use the TEEA tax exempt ID when ordering.

## TEEA Sales Order Form

Please use this order form when ordering items from the TEEA Sales. Please send orders through the County Chair to the TEEA Sales Chair. Items do have limited quantity. Please contact sales chair for confirmation of available stock before sending payment. Shipping will require an extra charge of \$5 for small items and \$10 for larger items. **Orders sent in to be mailed to individuals are subject to sales taxes.** Preorders are encouraged for pick up at State Conference. Preorders – please make sure there is a designated and alternate person to pick up on order form that will pick up and will have the payment at that time. Thank you!

County:			District:		
Name	Item	Color/Size	Quantity	Cost of Item	Total Owed for Items
		Total	Owed		

Ship to:  
Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Stat: \_\_\_\_\_ Zip Code: \_\_\_\_\_

TEEA Sales Chair:     Diana Taylor  
                               4001 CR 336  
                               Bertram, Tx 78605  
                               dlltaylor@gmail.com  
                               Cell phone: (512) 557-2817

- A new book will be awarded along with the certificate/seals.

Some reasons for earning CVUs are:

- Recognition of individual volunteer efforts.
- Enhanced self-esteem and personal pride in being a volunteer.
- Tracking and documentation of volunteer experience for possible use as a qualified equivalent for paid work experience and/or academic credit.
- Extension of individual and organization's community outreach efforts.
- Opportunity for recipients of volunteer efforts - organizations, community leaders, and citizens - to express appreciation for valuable and essential services that volunteers render.
- Recognition of the overall impact of TEEA volunteer effort at local and state levels.

**Due Date:** July 1 – Deadline for completed CVU log books to State CVU Chair.

The current State CVU Chair is:

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

# Information Only for TEEA County Chair and TEEA District Director

## TEEA 4-H Scholarship Judging

### SUGGESTED JUDGING PROCESS:

1. The AgriLife Extension office receives copy of the completed application, transcript, recommendation letters, and Texas 4-H Recordbook by February 15<sup>th</sup>. Applications from qualifying 4-H'ers in every county in the District are eligible, regardless of there being a TEEA or not in the county.
2. The Extension agent works with the County TEEA Chair to establish an impartial selection committee familiar with 4-H work and Texas 4-H Recordbook judging to select a county winner.
3. If multiple Recordbooks are submitted in a county with no TEEA clubs, the Extension agent works within that county or neighboring county to establish an impartial selection committee familiar with 4-H work and Texas 4-H Recordbook judging to select a county winner.
4. The winning county TEEA 4-H Scholarship Application packet and Texas 4-H Recordbook are forwarded to the District TEEA Director by March 1<sup>st</sup>.
5. The TEEA District Director will appoint an impartial selection committee familiar with 4-H work and Texas 4-H Recordbook judging comprised of TEEA members and/or county AgriLife Extension agents. This committee will review applications based on judging criteria to select the district scholarship recipients. The judging may be done by another district.
6. District TEEA Directors send a copy of the winner's personal information page **from the Texas 4-H Recordbook** and a copy of the TEEA 4-H Scholarship Application to the State TEEA President and State TEEA Treasurer.
7. State winners are announced at each district's TEEA Spring Conference. Recipients will also be recognized at the 4-H Scholarship Banquet during 4-H Round-Up.
8. The applicant's Texas 4-H Recordbook will be judged as a Texas 4-H Recordbook as if for competition.

### ELIGIBILITY REQUIREMENTS:

- \_\_\_ A United States citizen.
- \_\_\_ Currently an active senior 4-H member in good standing with county 4-H program for the last four (4) years.
- \_\_\_ Demonstrates leadership and personal development through 4-H.
- \_\_\_ Will attend an accredited institution of higher learning: university, community college, trade or technical school in fall following judging.
- \_\_\_ Have not passed 19<sup>th</sup> birthday before January 1 of current year.
- \_\_\_ Have not previously received a State TEEA scholarship.
- \_\_\_ Completed a Texas 4-H Recordbook (updated through previous year's Texas 4-H Recordbook judging deadline).
- \_\_\_ Completed TEEA 4-H Scholarship Application form and the following required materials:
  - \_\_\_ black and white copy of Texas 4-H Recordbook (updated through previous year's Texas 4-H Recordbook judging deadline of August 31).
  - \_\_\_ copy of official high school transcript with ACT and/or SAT scores
  - \_\_\_ two letters of recommendation - one from a county Extension agent or 4-H club manager and one from a teacher, employer, or community leader (not a relative).
- \_\_\_ Complete application packet to the county Extension office on or before February 15.

### Example of TEEA 4-H Scholarship Score Card

Judging Criteria	Possible Points	Points Awarded	Notes/Comments
4-H Experience & Projects	35		
4-H Leadership, Citizenship, & Community Service	30		
4-H Honors	15		
Non 4-H Leadership, Honors, Work Experience, Volunteer/Community Service	10		
High School Transcript with ACT and/or SAT scores	10		
<b>Points Awarded</b>	<b>100</b>		

## TEEA Scholarship Personal Information Form (for Winners of TEEA Scholarships Only)

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

District \_\_\_\_\_

Student ID Number \_\_\_\_\_

College/Institution Name \_\_\_\_\_

Mail Scholarship Check to: \_\_\_\_\_

Attn: \_\_\_\_\_

Address \_\_\_\_\_

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

Provide any additional information that might be useful for proper routing of scholarship funds to your account at the named institution.

Complete and return 1 copy to: TEEA

President: Polly Krenek  
916 CR 337  
Bertrum, TX 78605

Return 1 copy to:

TEEA Treasurer: Rexine Scarborough  
9159 Lucille Lane  
Conroe, TX 77384

## 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: **Nyanza Price and Kay Jacob**. 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) and enrolled in an accredited institution at the time of application submission.
2. The applicant will complete The Adult Career Scholarship Application (page 12-12) and the Resume for Adult Career Scholarship Application (pages 12-13 and 12-14). 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 Director will give the district's winning adult scholarship entry to the Adult Career Scholarship Committee Chair at the Spring Board Meeting.
5. The TEEA President shall appoint a committee annually to award TEEA Adult Career Scholarships.
6. The committee will judge the districts' winners entries at the Spring Board Meeting.
7. The Adult Career Scholarship winner(s) will be notified by the Adult Career Committee Chair.
8. Two Adult Career Scholarship winners and two alternates will be announced during the Spring Board Meeting.
9. 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.
10. Have the scholarship recipient complete the Release for TEEA Adult Scholarships form (page 12-15).

## 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](mailto:crusieralexander@sbcglobal.net)

Polly Krenek TEEA President  
916 CR 337  
Bertrum, TX 78605

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 \_\_\_\_\_

8/22

**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 13, 2022**

**Chapter 13**



## 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.

**Section 6:** Immediate family members should not serve together on 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 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.

**Section 7:** Immediate family members should not serve together on the same Standing Committee.

#### **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.

**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 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.

**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.