



**MISSISSIPPI STATE**  
UNIVERSITY™

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**EXTENSION**



**MISSISSIPPI HOMEMAKER VOLUNTEERS**

**STATE HANDBOOK • 2017–2019**

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## Celebrating 100 Years

### Message from the State President Lynda Smith (Pontotoc County)

*I feel truly blessed that you have chosen me to be your Mississippi Homemaker Volunteer State President for 2017-2019. It will be my honor to serve you. I accept this position and will perform my duties to the best of my ability.*

*As we begin this year of celebration, I am asking each county MHV to make a \$100 contribution to the State Treasury. These funds will be used to promote the 100th Anniversary of MHV and to provide some special activities for State Council 2018. This will be our only opportunity to make our 100th year extraordinary. Let's have fun while making some very special memories.*

*Membership is our most important asset. Without members, there will be no MHV. I plan to work closely with the Jr. and Sr. Directors to build a larger membership base. I ask each of you to please try to help in some way to make this membership campaign successful.*

*Also, we need qualified people to fill all the positions on the MHV Board. Please familiarize yourself with the duties and responsibilities of your position and work to perform your duties to the best of your ability. I will be available to work with you if you need help.*

*Finally, I would like to point out that there are many MHV contests that have awards that can be won by your clubs. The guidelines for these contests are in your MHV Handbook. Please have your local Extension Agent adviser help you fill out the forms and enter these contests. Your county may be missing an opportunity to win prize money.*

*With God's help and our experienced membership, we can make MHV better than it has ever been. I ask you to work with me to prepare the organization for entrance into its next 100 years.*

*Lynda Smith*

**MISSISSIPPI HOMEMAKER VOLUNTEERS, INC.  
STATE OFFICERS  
2017–2018**

	Contact Information	Term Expires June 30
<b>President</b>		
Lynda Smith	662.489.6750 (h)	2019
750 Beckham	662.418.8185 (c)	
Pontotoc, MS 38863		
Northeast Area – Pontotoc		
<b>First Vice-President</b>		
Ann McNair	228.806.7042	2019
79 Wood-Forrest Drive	miss.a@att.net	
Gulfport, MS 39503		
South Central Area – Covington		
<b>Second Vice-President</b>		
Betty Hanna	228.861.0926 (c)	2018
7643 Lexington Drive	betsews4fun@icloud.com	
Biloxi, MS 39532		
Coastal Area – Harrison		
<b>Secretary</b>		
Shirley Sawyer	601.469.1640	2018
5357 Blossom Hill Road	ssawyer3@bellsouth.net	
Morton, MS 39117		
Capital Area – Scott		
<b>Treasurer</b>		
Kaye Bales	228.875.9567 (h)	2019
8420 Neptune Avenue	228.238.0677 (c)	
Ocean Springs, MS 39564	hkbales@cableone.net	
Coastal Area - Jackson		
<b>Parliamentarian</b>		
Minnie Vaughn	601.876.2605 (h)	2018
346 Highway 98 East	601.876.7632 (c)	
Tylertown, MS 39667		
Southwest Area - Walthall		

## AREA SENIOR DIRECTORS\*

	Contact Information	Term Expires June 30
Capital		
Vicki Ganann 1231 Cooper Road Carthage, MS 39051 Leake County	601.507.0623 (c)	2019
Coastal		
Diane Conn 12424 Wolf River Road Gulfport, MS 39503 Harrison County	228.697.6524	2019
Eastern		
Shirley Skinner 10590 Road 131 Union, MS 39365 Neshoba/Newton County	601.656.2200	2019
North Central		
Coleen Tatum P.O. Box 605 Vaiden, MS 39176 Carroll County	662.614.0168 (c)	2019
Northeast		
Debra Hardy 1160 Hwy 334 Oxford, MS 38655 Lafayette County	662.234.1381	2019
South Central		
Ann McNair 79 Wood Forrest Drive Gulfport, MS 39503 Covington County	228.806.7042 miss.a@att.net	2019
Southwest		
Minnie Vaughn 346 Highway 98 East Tylertown, MS 39667 Walthall County	601.876.2605 (h) 601.876.7632 (c)	2019
Northwest/Delta		
Annie Perry-Smith 243 Sarah Dickins Road Sardis, MS 38666 Panola County	662.934.7849 (c)	2019

\*After each Area Meeting, the **Senior Directors** are to submit the Semi-Annual Account Form  
(found at <http://extension.msstate.edu/content/forms-mhv>)  
and **any monies not used** that period to the **State Treasurer**.

## AREA JUNIOR DIRECTORS \*

	Contact Information	Term Expires June 30
Capital	Kathy Warren Scott County	2019
Coastal	Charles Street 263 Mount Pleasant Road Lucedale, MS 39452 George County	2019
Eastern	Helen Hall Noxubee County	2019
North Central	Nan Gordon Grenada County	2019
Northeast	Dixie Bowles Pontotoc County	2019 dixiemb@hotmail.com
Northwest/Delta	Irene Winters P.O. Box 382 Cleveland, MS 38732 Bolivar County	2019 662.843.1187 (h) 662.402.3433 (c)
South Central	Mary Kelly Clarke County	2019
Southwest	Bonita Reed 207 Southmoor Drive Natchez, MS 39120 Adams County	2019 bedr23@yahoo.com

\* Denotes non-board member

## EDUCATION COMMITTEES

	Contact Information	Term Expires June 30
<b>Community Special Issues</b>		
Lillian Clark Edney, Chair 302 Eastmoor Drive Natchez, MS 39120	601.442.4172 (h) 601.431.1695 (c) kitedney@aol.com	2019
Connie Stewart, Member 417 South First Avenue, Apartment, G7 Forrest, MS 39074	601.469.2756	2019
Lynda Smith, Member 750 Beckham Pontotoc, MS 38863	662.489.6750 (h) 662.419.8185	2018
<b>Environment</b>		
Betty Langston, Chair 2885 Highway 16 Carthage, MS 39051	601.267.7085 (h) 601.562.9484 (c)	2019
Charlotte Purnell, Member P.O. Box 58 Itta Bena, MS 38941	662.264.6855	2019
Phyllis Edwards, Member 2594 Highway 16 E Carthage, MS 39051	601.259.6013	2019
Vivian Phillips, Member 268 Adams Road Carthage, MS 39051	601.298.0754	2019
<b>Family Issues</b>		
Wandra Evans, Chair 105 Sunset Avenue Vicksburg, MS 39180	601.529.0299	2018
Catherine Spann, Member 1668 Old Fannin Road Flowood, MS 39232	601.992.1201	2019
Mary Wells, Member 510 Bay Point circle Brandon, MS 39047	601.829.1658	2019

Health & Nutrition		
Martha Chesnutt, Chair 161 Chesnutt Road Golden, MS 38847	662.585.3668	2018
Earthie Mae Young, Member 2210 19 <sup>th</sup> Avenue Meridian, MS 39301	601.553.8402	2019
Dixie Johnson, Member 124 Arrowhead Dr. Fulton, MS 38843	662.585.3852 (h) 662.891.7494 (c)	2018
Deborah Landre, Member 21320 Hwy. 25 North Fulton, MS 38843	662.862.7161 (h)	2018
International		
Fay Alderman, Chair 1539 Highway 35 South Carthage, MS 39051	601.267.9512 (h)	2018
Cathy Graham, Member 60093 Weaver Creek Drive Amory, MS 38821	662.256.9389 (h) 662.401.3733 (c) ccathywg@yahoo.com	2018
Jeanette Brower, Member 230 Hammock Road Golden, MS 38843	662.585.4280 (h) 662.255.9880 (c)	2018



## SPECIAL EVENTS COMMITTEES

Program Area/Name	Contact Information	Term Expires June 30
Choir Director Vacant		
Cultural Arts		
Cathy Graham, Chair 488 Mount Gilead Road Golden, MS 38847	662.585.3733 (h) 662.401.3733 (c) ccathywg@yahoo.com	2018
Paulette Tramill, Member 105 Indian Creek Road Newton, MS 39345	601.683.6342 liv4gems850@yahoo.com	2018
Annie Kelly, Member P.O. Box 559 Macon, MS 39341	662.726.2101	2019
Sandra Cromeans 1214 Fairview-Banner Road Golden, MS 38847	662.585.3486	2019
Shelby Campbell, Member 3281 Ryan Salem Road Fulton, MS 38843	662.585.3236 (h) 662.401.8655 (c)	2019
Mary Sokovich, Member P.O. Box 642 Collins, MS 39428	765.722.3940	2019
Martha Chesnutt, Member 161 Chesnutt Road Golden, MS 38847	662.585.3668	2019
Fashion Revue		
Maria Gallaway, Chair P.O. Box 386 Pontotoc, MS 38863	662.489.6274	2018
Madeleine Floyd, Member 1300 Gaulden and Clinton Road Centreville, MS 39631	601.645.5841 floydmadeleine522@yahoo.com	2018
Bonita Reed, Member 207 Southmoor Drive Natchez, MS 39120	601.442.5648 (h) bedr23@yahoo.com	2019
Fay Alderman, Member 1539 Highway 35 South Carthage, MS 39051	601.267.9512 (h)	2019

Past President		
Vivian Moore	601.267.5752 (h)	2019
3025 Highway 16 E	601.416.9107 (c)	
Carthage, MS 39051	biv35@bellsouth.net	
Capital Area – Leake		
Pianist		
Ann McNair	228.806.7042	
79 Wood-Forrest Dr.	miss.a@att.net	
Gulfport, MS 39503		
Silent Auction		
Sheila Pettigo, Chair	662.585.3546 (h)	2019
588 Nichols Road	662.231.9831 (c)	
Fulton, MS 38843	pettigo@nexband.com	
Evelyn Halverson, Member	662.234.0214	2019
514 Wedgewood Drive		
Oxford, MS 38655		
Gloria Mixon, Member	662.767.9332	2019
259 CR 484		
Shannon, MS 38868		

## STANDING COMMITTEES

Program Area/Name	Telephone Number	Term Expires June 30
<b>Awards and Recognition</b>		
Kaye Bales, Chair 8420 Neptune Avenue Ocean Springs, MS 39564	228.875.9567 (h) 228.238.0677 (c) hkbales@cableone.net	2019
Yvonne Taylor, Member 2416 Rolling Meadows Gautier, MS 39553	228.497.1483 (h)	2018
Betty Hanna, Member 7643 Lexington Drive Biloxi, MS 39532	228.861.0926 (c)	2018
<b>Budget</b>		
Kaye Bales, Chair 8420 Neptune Avenue Ocean Springs, MS 39564	228.875.9567 (h) 228.238.0677 (c) hkbales@cableone.net	2019
Vivian Moore, Member 3025 Highway 16 E Carthage, MS 39051	601.267.5752	2019
<b>MSU-ES Adviser for Budget Committee</b>		
Paula I. Threadgill, Ph.D. MSU-ES Associate Director Box 9601 Mississippi State, MS 39762	662.325.3032 (o) 662.325.8188.(fax)	
<b>By-Laws</b>		
Mary Frances Stepp 175 Walker Road Thaxton, MS 38871-8713	662.509.8707	2019
Frances Speed, Member 3 Speed Road Collins, MS. 39428	601.765.0047	2019
Kaye Bales, Member 8420 Neptune Avenue Ocean Springs, MS 39564	228.875.9567 (h) 228.238.0677 (c) hkbales@cableone.net	2019
<b>Credentials</b>		
Minnie Vaughn, Chair 46 Highway 98 East Tylertown, MS 39667	601.876.2605 (h) 601.876.7632 (c)	2018
Shirley Sawyer, Member 5357 Blossom Hill Road Morton, MS 39117	601.469.1640 ssawyer3@bellsouth.net	2019

Charlotte Purnell, Member P.O. Box 58 Itta Bena, MS 38941	662.254.6855	2019
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#### **MHV Historian**

Ruth Hill, Chair 1054 McDonald Chapel Collins, MS 39428	601.765.6843 (h) 601.765.9621 (c) ruthhill08@bellsouth.net
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Betty Langston 2885 Highway 16 E Carthage, MS 39051	601.267.7085 (h) 601.562.9484 (c)
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Novella Griffin 3637 Mayo Avenue Moss Point, MS 39563	228.475.8437 (h) 228.219.2892 (c)
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Gloria Mixon 259 CR 484 Shannon, MS 38868	662.767.9332
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Charlotte Purnell P.O. Box 58 Itta Bena, MS 38941	662.254.6855
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Rose Diamond 169 CR 341 Calhoun City, MS 38916	662.637.2647 (h)
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Judy Spurgeon, Member 107 East Adam Street Macon, MS 39341	662.726.5723 judys@ext.msstate.edu
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Lillian C. Edney, Member 302 Eastmoor Drive Natchez, MS 39120	601.442.4172 kitedney@aol.com
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#### **Membership**

Shirley Skinner, Chair 10590 Road 131 Union, MS 39365	601.656.2200 bjandshirley@hotmail.com	2019
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Lillian Clark Edney, Member 302 Eastmoor Drive Natchez, MS 39120	601.442.4172 (h) 601.431.1695 (c) kitedney@aol.com	2019
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Charles E. Curry, Jr. 101 Magnolia Street, Apt. 2 Newton, MS 39345	601.678.7386 (c)	2019
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**Nominating**

Frances Speed, Chair 3 Speed Road Collins, MS 39428	601.765.0047	2019
Faye Alderman 1539 Highway 35 S Carthage, MS 39051	601.297.9512 (h)	2019
Mae Stanton, Member 6 Bluff Street Natchez, MS 39120	601.445.4513	2018

**Public Relations**

Inette Phillips, Chair 1741 Highway 25 North Carthage, MS 39051	601.267.9830 (h) 601.955.2050 (c) inettephillip@netzero.net	2019
Phyllis Edwards, Member 2594 Highway 16 E Carthage, MS 39051	601.259.6013	2019
Lynda Smith, Member 750 Beckham Pontotoc, MS 38863	662.489.6750 (h) 662.419.8185 (c)	2018

**Scholarship**

Vivian Moore, Chair 3025 Highway 16 East Carthage, MS 39051	601.267.5752	2019
Kaye Bales, Member 8420 Neptune Avenue Ocean Springs, MS 39564	228.875.9567 (h) 228.238.0677 (c) hkbales@cableone.net	2019
Yvonne Taylor, Member 2416 Rolling Meadows Gautier, MS 39553	228.497.1483 (h)	2018
Frances Speed, Member 3 Speed Road Collins, MS. 39428	601.765.0047 (h)	2019

**MSU Advisers for Scholarship Committee**

Larry Alexander 4-H Specialist Box 9641 Mississippi State, MS 39762	662.325.3350 662.325.8407 (fax) larrya@ext.msstate.edu
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Young Homemaker Committee  
Vacant

## **COLLECT**

O God, when we consider the heavens, the sun, moon, and stars, the earth and all Thy handiwork, we realize how great Thou art, and how bountifully Thou has surrounded us with the beauty of nature throughout the universe.

It is not ours to question, but to do whatever our heart and hands find to do in assisting others along the path of life.

Guide us in our choices that we may ever seek out the beautiful and help others to find beauty in their lives.

Help us to keep our paths straight that through our lives, we may reach out to others of our community and glorify the Divine One as we help others from day to day.

Help us to always be gracious in our actions, impartial in our judgments, ready for service and loyal to all. May we be hospitable, strong and of good character.

May we always depend on Thee for that which we cannot do. May we always work as if everything depends upon us, but have the faith to know that all depends upon You.  
AMEN.

Aphia Terry, Lauderdale County

## **MHV CREED**

We, as members of the Mississippi Homemaker Volunteers, will strive to strengthen and improve our families, our communities, our state and our country, through continuing education and service to all people.

May we remain united, steadfast and joyful in our goal of service to others and be ever guided by our Almighty Creator in all that we strive to do.

Joann Blackburn, Yazoo County

## **MHV EMBLEM**

The Mississippi Homemaker Volunteers, Inc. emblem, in royal blue, emerald green and white, consists of a smaller circle within the outer circle, reminding us that we are all a part of the global community. The large “V” in the center represents the volunteers who provide education and service within our individual families and communities. The lower portion of the “V” forms an “M” for our beloved state of Mississippi. Our name, “Mississippi Homemaker Volunteers, Inc.” is written in the outer circle.

Joann Blackburn, Yazoo County  
Mary Jane Boutwell, Madison County

## **MHV MISSION STATEMENT**

“To strengthen families through education and community involvement.”

# Volunteer Along With Me

SUNG TO THE TUNE OF "SWEETER THAN THE DAY BEFORE"

Words by: Bonnie G. Land

Ev - 'ry one is wel - come, please make your - self right at home.

The first system of music is in 4/4 time, featuring a piano accompaniment with a steady bass line and a treble line with chords. The melody is simple and easy to sing.

Love and car - ing mem - bers, means we are ne - ver a - lone.

The second system continues the melody and accompaniment. The piano part provides a harmonic foundation for the vocal line.

Strength and un - der - stand - ing, help to make com - mu - ni - ties.

The third system continues the melody and accompaniment. The piano part provides a harmonic foundation for the vocal line.

Join a club in your town, and vol - un - teer a - long with me.

The fourth system concludes the piece with a final chord in the piano accompaniment. The melody ends on a whole note.

## **Emergency Protocol**

1. The Executive Board members need to strive to meet all deadlines, especially where purchases of meals are involved. MHV has to pre-pay for all meals.
2. President will consult the appropriate Extension Agents and Advisers concerning any emergency conditions that may arise. The MHV President will make the final decisions on events and arrangements.
3. The President will make in a timely manner all contacts to the Motel/Hotel Sales Manager/Booking Agent concerning contractual obligations made with MHV, then report back to the Extension Associate Agent so participants can be notified of any changes of an event.
4. Extension Agent Advisors and Extension Associate will follow instructions from the President and will assist her in contacting members who will be participating in the event.
5. Members of the Executive Board need to notify the President on their planned attendance and participation for Midwinter Board and State Council in advance. This allows contacts to be made with participants.
6. If for any reason a member must be absent at State Council or Mid-Winter Board meetings, please make sure someone attending will have your report to hand in.
7. If an MHV-sponsored event is canceled, no reimbursement will be available.



## Past Presidents

Name	Telephone	Years Served
Vivian Moore, Chair 3025 Highway 16 E Carthage, MS 39051 Capital Area – Leake	601.267.5752 (h) 601.416.9107 (c) biv35@bellsouth.net	2015 - 2017
Betty Langston 2885 Highway 16 Carthage, MS 39051 Capital Area - Leake	601.267.7085 (h) 601.562.9484 (c)	2013 - 2015
Frances Speed 3 Speed Road Collins, MS. 39428 South Central Area - Covington	601.765.0047	2011 - 2013
Kaye Bales 8420 Neptune Avenue Ocean Springs, MS 39564 Coastal Area - Jackson	228.875.9567 (h) 228.238.0677 (c) hkbales@cableone.net	2009 - 2011
Martha Leuenberger 21611 Saucier Fairley Rd. Saucier, MS 39574 Coastal Area - Harrison	228.832.5796 marleu15@cableone.net	2008 - 2009
Ruth Hill 1054 McDonald Chapel Collins, MS 39428 South Central Area - Covington	601.765.6843 (h) 601.765.9621 (c)	2006 - 2008
Iona “Jean” Colwart 247 Big Four Road Wiggins, MS 39577 Coastal Area - Stone	601.928.5795 (h)	2004 - 2005
Nadine Resh P. O. Drawer 191 Macon, MS 39341 Eastern Area - Noxubee	662.726.5707 662.793.4363 work 662.793.4690 Fax entrans@ebicom.net	2002 - 2004
Mae Stanton 6 Bluff Street Natchez, MS 39120 Southwest Area - Adams	601.445.4513	2000 - 2002
Mrs. Doris Hunt 715 Market Street Water Valley, MS 38965 North Central Area - Yalobusha	662.473.9495 dorishunt@att.net	1998 - 2000

Mrs. Melba White 1051 Whitetown Road Hazelhurst, MS 39083 Capital Area - Copiah	601.894.1393	1996 - 1998
Mrs. Leroy (Sallie) Smith 1494 Buffalo Road Woodville, MS 39669 Southwest Area - Wilkinson	601.888.6616	1994 - 1996
♥ denotes deceased		
Mrs. Claude (Margaret) Fortenberry	601.752.5223	1992 - 1994
Mrs. Moody (Peggy) Kennedy	662.327.9419	1990 - 1992
Mrs. Roger (Carolyn) Cullen ♥	662.289.5873	1988 - 1990
Mrs. Hillman (Mary Jo) Wedgeworth	601.428.0317	1986 - 1988
Mrs. F.W. Melton (Ann Melton Hand)	662.285.6484	1984 - 1986
Mrs. W. T. Ewell		1982 - 1984
Mrs. Virgil Burge	601.795.8162	1980 - 1982
Mrs. Harris Carmichael	601.885.6337	1978 - 1980
Mrs. C. B. Newman		1976 - 1978
Mrs. Alene Munn ♥		1974 - 1976
Mrs. E. R. McKnight		1972 - 1973
Mrs. E. E. Moody ♥		1970 - 1972
Mrs. E. R. Robbins ♥		1968 - 1970
Mrs. H. K. Johnson		1966 - 1968
Mrs. R. W. Lipscomb		1964 - 1966
Mrs. A.V. (Walter Dilworth) Dixon ♥		1962 - 1964
Mrs. Vardaman (John M. Moody) Stewart		1960 - 1962
Mrs. Charles Porter		1958 - 1960
Mrs. C. E. Eudy (Mrs. Guy Holder) ♥		1956 - 1958
Mrs. Zack Whisenant ♥		1954 - 1956
Mrs. John Hancock ♥		1951 - 1954
Mrs. S. D. Spann ♥		1949 - 1951
Mrs. N. W. Fulton ♥		1947 - 1949
Mrs. J. A. Randle ♥		1945 - 1947
Mrs. Robert Perkins ♥		1943 - 1945
Mrs. F. D. Wade ♥		1941 - 1943
Mrs. R. E. Wilkinson ♥		1940 - 1942
Mrs. C.A. Roberts ♥		1938 - 1940
Mrs. E. G. Powell ♥		1937 - 1938
Mr. E. B. Allen ♥		1935 - 1937
Mrs. J. D. Davis ♥		1932 - 1935
Mrs. J. B. Bruce ♥		1929 - 1931
Mrs. R.W. Hall ♥		1927 - 1929
Mrs. Kirby Spurlock ♥		1923 - 1925
Mrs. J. W. Walker ♥		1921 - 1923

Honorary Past President:

Mary Wells  
510 Bay Pointe Circle  
Brandon, MS 39047

601.829.1658

# MISSISSIPPI HOMEMAKER VOLUNTEERS, INC

## BY-LAWS

### PREAMBLE

These by-laws are subordinate to, and governed by the provisions of the articles of incorporation of this corporation.

### ARTICLE I – Name

The name of this corporation shall be Mississippi Homemaker Volunteers, Inc. (MHV)

### ARTICLE II – Mission

The mission of Mississippi Homemaker Volunteers, Inc. is to strengthen families through programs of community leadership and continuing education; to empower citizens to actively participate in public decision making on issues that concern children, families and home life; and to promote the effectiveness of volunteer action and support. The members of MHV, in cooperation with the Mississippi State University/Extension Service, may interpret and promote programs of importance in protection and development of the home.

### ARTICLE III – Offices

Section 1. Principle Office. The principle office of the corporation means the office so designated in the articles of incorporation, as amended, filed with the Mississippi Secretary of State. The corporation may have such other offices as the executive board may designate, or as the corporation may require from time to time.

Section 2. Registered Office. The registered office of the corporation means the registered office so designated in the articles of incorporation, as amended, filed with the Mississippi Secretary of State (Box 9644, Mississippi State, Mississippi).

### ARTICLE IV – Officers and Duties

Section 1. Number. The officers of Mississippi Homemaker Volunteers, Inc. shall be a president, one or more vice presidents (the number thereof to be determined by the executive board), a secretary, a treasurer, a parliamentarian, and a president-elect when applicable); each of whom shall be elected by the voting delegates.

The elected state officers shall compose the Board of Directors. Such other officers and chairmen, as may be deemed necessary, shall be appointed by the president. No person may hold more than one state office at a time.

Section 2. Election and Term of Office. The officers of Mississippi Homemaker Volunteers, Inc. shall be elected at the annual meeting of the corporation by the voting delegates.

Each officer shall hold office until such officer's successor shall have been duly elected and shall have qualified, or the office becomes vacant due to the resignation, death or removal of such officer in the manner hereinafter provided.

The president, 1<sup>st</sup> vice president, and treasurer shall be elected in odd years; the president-elect, 2<sup>nd</sup> vice president, the secretary and the parliamentarian shall be elected in even years.

All officers, except president-elect, shall serve a term of two years. The president-elect shall serve one year during the second year of the president's term; and shall then assume the presidency without another election.

Section 3. Qualifications. A candidate for any office must have previously served as an officer of a county organization, which must be in good standing at the time of nomination. The candidate must also have served on the executive board.

A candidate for president or president-elect must have served as an officer of a county organization, and previously served in an elected state office for two or more years. The candidate must have been active on the executive board within the past six years. This does not include senior director, as this is an elected area officer.

A candidate for treasurer must have had previous bookkeeping experience and/or training other than as a county organization treasurer

No elected state officer can serve more than a total of ten years, and all elected officers may hold the same office for two terms, unless there is a lack of a qualified candidate. Then it should be left up to the discretion of the Executive Board.

A person to be elected to any office, appointed to any chairmanship or committee, must have a current data sheet on file in the state office. Appointees must be from a county in good standing.

Section 4. Removal and Resignation. Any officer may be removed at any time with or without cause by a vote of two-thirds (2/3) of the full executive board whenever, in its judgment, the best interests of the corporation will be served thereby. Any officer may resign at any time by giving written notice to the executive board, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the executive board, for the unexpired portion of the term.

Section 6-a. Duties. The president shall be the principle executive officer of the Mississippi Homemaker Volunteers, and subject to the control of the executive board, shall in general supervise and control all of the business and affairs of the cooperation. The president shall, when present, preside at all meetings of the executive board. The president, acting alone or with the secretary or any other proper officer of the corporation authorized by the executive board, or any security instruments, authorizations, assignments, or other instruments which the executive board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the executive board, or by these by-laws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of president and such duties as may be prescribed by the executive board from time to time.

The president and or president-elect shall appoint all chairmen and committee members. The president shall be an ex-officio member of all committees, except the nominating committee.

Section 6-b. The president-elect shall attend the executive board meetings, the state meeting, and all other state and area meetings usually attended by the president. She shall be an observer only, without vote or voicing of any opinion. This is to be considered as a training period in preparation for serving as president of MHV.

Section 6-c. The 1<sup>st</sup> vice president shall perform the duties of the president, in the event of the president's absence or disability. In case of the resignation or death of the president, the 1<sup>st</sup> vice president shall perform the duties of the president until the next executive board meeting; and while so acting, shall have all the powers of, and be subject to all the restrictions upon the president; and shall perform such other duties as from time to time may be assigned the 1<sup>st</sup> vice president by the president or executive board.

The 1<sup>st</sup> vice president shall serve as chair of the program of work committee.

Section 6-d. The 2<sup>nd</sup> vice president shall serve as coordinator for public policy and leadership development. The 2<sup>nd</sup> vice president shall serve as chair of any committees established for the promotion of public policy and leadership development.

Section 6-e. The treasurer shall have charge of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of ARTICLE VI, Section 1 of these by-laws; and in general perform all of the duties incident to the office of treasurer, and such other duties as from time to time may be assigned to such treasurer by the president or executive board.

The treasurer shall be bonded and serve as chair of the budget committee. The books shall be reviewed at the end of the treasurer's term by a committee of two (2) past presidents and one past treasurer unless there is a reason for a review during the treasurer's term. The newly elected treasurer shall be invited to observe at the audit. The most recent past president shall serve as chair of the committee. The internal audit should be in a time frame for the review between State Council and June 15 and the books to be in the possession of the new treasurer by July 1.

The treasurer shall make a full report of all transactions to the executive board meetings, and also annual meetings, or at any time upon demand of the executive board.

Section 6-f. The secretary shall keep the minutes of the proceedings of the executive board and annual membership meetings, authenticate documents of the corporation as needed, see that all notices are duly given in accordance with the provisions of these bylaws, or as required by the law; be custodian of the corporate records and see that these records are in order; keep a register of the address of each executive board member, which shall be furnished to the secretary by such members; and in general perform all duties incident to the office of secretary, and such other duties as from time to time may be assigned to the secretary by the president or by the executive board. No name and address list of Mississippi Homemaker Volunteers, Inc. members may be given to any other organization without the consent of the executive board.

Copies of the minutes of all executive board and membership meetings shall be mailed to the executive board members and county council presidents within 30 days after such meeting.

Section 6-g. The parliamentarian shall perform duties customary to that office and shall serve as chair of the credentials committee.

Section 7. Directors. Each area shall elect junior directors, who shall serve two-year terms. At the end of this two-year term, a junior director will automatically move up to senior director for a two-year term. The area senior director shall appoint a nominating committee to bring nominees for junior directors to the area voting delegates.

Junior directors will be elected at the spring educational area meeting. Only voting delegates, junior and senior directors and their advisors will attend the business session of these meetings.

Section 8. It shall be the duty of the senior director to represent his/her area on the MHV executive board. Junior directors will not be members of the executive board.

The junior and senior directors shall be program chairs for the area spring educational meetings and the area fall leadership meeting.

Section 9. Elected state and area officers and all chairs shall take office July 1 of the year of their election or appointment.

## **ARTICLE V – Members**

Section 1. Membership. Members of Mississippi Homemaker Volunteers, Inc. shall be those persons who are members of the county organization and such other persons as are approved for membership by a majority vote of the executive board of the nonprofit corporation. Membership in the corporation is open to all citizens without regard to race, color, religion, national origin, sex, sexual orientation or group affiliation, age, handicap / disability, or veteran status.

Persons who apply for membership shall accept and agree to abide by the articles of incorporation and the by-laws.

Section 2. Delegates and County Organizations. Each county organization in good standing shall be entitled to one voting delegate. Each delegate or alternate shall be a member in good standing of a county organization.

Such a delegate shall be selected by the county organization, and shall be certified to the secretary of the corporation by the secretary of the county organization.

An alternate may act in the absence of the duly authorized delegate from the county organization, provided the proper credentials are presented from the county organization.

To be in good standing, a county must have paid state dues (as provided in ARTICLE V, Section 3) prior to the annual meeting, and shall have a minimum of four meetings held quarterly each year.

Section 3. Dues. Annual dues of six dollars (\$6.00) shall be paid by each member. Club treasurers shall collect individual dues according to the current club membership roll and pay the county treasurer. The county treasurers shall pay the state treasurer by December 15. Those members joining after January 1, and before June 30 shall pay full dues. The county treasurers shall collect those dues and pay the treasurer of the corporation by July 15.

Section 4. Annual Meeting. The annual meeting of the voting delegates shall be held in May of each year, or at such other time as shall be fixed by the executive board, for the purpose of electing officers and for the transaction of such other business as may come before the meeting. Special business meetings may be called by the president, or a majority of the members of the executive board.

Section 5. Quorum. A 2/3 majority of the voting delegates of the Mississippi Homemaker Volunteers, represented in person shall constitute a quorum at a meeting of the delegates.

The delegates present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough delegates to leave less than a quorum.

Section 6. Parliamentary Authority. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern meetings of the members, meetings of executive board, except where they are inconsistent with the bylaws.

## **ARTICLE VI – Executive Board**

Section 1. General Powers. The executive board shall be composed of the elected officers, senior director from each area, and all chairs. The executive board (with Extension Agent as advisors) shall supervise and manage the business and affairs of the corporation. Except in emergencies, the executive board may not overspend the budget which has been approved by the voting delegates.



## **ARTICLE VII – Fiscal Year**

The executive committee shall be composed of the elected state officers.

Section 1. Authority. The executive committee, when the executive board is not in session shall have and may exercise all of the authority of the executive board, except to the extent that such authority is limited by the law of the State of Mississippi.

Section 2. Action by Committee Without a Meeting. Any action required or permitted may be taken without a meeting, if the action is taken by all of the members of the executive committee. The action must be evidenced by one or more written consents describing the action taken, signed by all of the members, and delivered to the corporation for inclusion in the minutes or filed with the other appropriate corporate records.

Section 3. Other Committees. There shall be such standing chairs as deemed necessary by the executive board. There shall be such education chairs as needed and recommended by the executive board.

Section 4. The standing, education, and special events chairs shall serve as a program of work committee.

Section 5. The nominating committee shall meet at least 45 days prior to the annual MHV voting delegates meeting. A list of nominees shall be sent to the executive board and each county organization president eligible to have a voting delegate, at least 30 days prior to the annual state cooperation meeting.

## **ARTICLE VIII**

Recognizing the cooperative relationship between Mississippi Homemaker Volunteers, Inc. and the MSU Extension Service, MHV may work with advisors from the Extension Service. This person shall serve as an advisor to the president and consultant to the executive board, without vote.

MHV shall request the advisors to designate appropriate Extension specialists to serve as advisors to the educational and standing chairs.

## **ARTICLE IX**

The constitution and by-laws may be amended at any meeting of the corporation, or via mail ballot, upon the affirmative vote of two-thirds (2/3) of the voting delegates. Notice of said amendment must be given 30 days prior to the vote.

## **ARTICLE X**

The powers of Mississippi Homemaker Volunteers, Inc. shall be limited to those of an educational organization as described in Section 501 © (3) of the Internal Revenue Code.

## **ARTICLE XI**

Section 1. Objective. This corporation is organized to benefit organizations that qualify as exempt organizations under Section 501 ©(3), and which are described in each of Sections 170 ©, 2055 (a) and 2522 (a) of the Internal Code of 186 (or the corresponding provisions of any future United States Internal Revenue Law). Distributions from the corporation shall be made to the organizations selected by the executive board and in the amount that such board members may determine.

Section 2. Manner and Timing of Distributions. Distributions from this corporation shall be made in the following manner:



The corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

The corporation shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Revenue Law).

The corporation shall not retain any excess business holdings as defined in Section 4943 © of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Revenue Law).

The corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

The corporation shall not make any taxable expenditure as defined in Section 4945 (d) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

**Section 3. Income Tax Reporting.** The officers of the corporation shall file Form 990PF (or the corresponding form as required by the Internal Revenue Service) on or before the 15<sup>th</sup> day of May following the close of the corporation's taxable year. In addition, the officers of the corporation will publish in a timely fashion all notices required for the filing of Form 990PF.

## **ARTICLE XII**

**Section 1. Third Party Actions.** The corporation shall indemnify any person who is or was a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action, suit or proceeding by or in the right of the corporation) by reason of the fact that such person is or was an officer, director, or employee of the corporation, against expenses (including attorneys' fees), judgments, decrees, fines, penalties, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in such person's official capacity with the corporation, in good faith and in a manner which such person believe in good faith to be in or not opposed to the best interest of the corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe such person's conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not meet the standard of conduct described in this Section 1.

**Section 2. Rights After Successful Defense.** To the extent that an officer, director or employee has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 1, or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

**Section 3. Other Determination of Rights.** Except in a situation governed by Section 2, any indemnification under Section 1 (unless ordered by a court) shall be made by the corporation only as authorized in the specific case upon a determination that indemnification of the officer, director or employee is proper in the circumstances because such person has met the applicable standard of conduct set forth in Section 1. Such determination shall be made (a) by a majority vote of executive board members acting at a meeting at which a quorum consisting of executive board

members who were not parties to the action, suit or proceeding is present, or (b) if such a quorum is not obtainable (or even if obtainable), and a majority of disinterested executive board members so directs, by independent legal counsel (compensated by the corporation) in a written opinion, or (c) by the affirmative vote in person of a majority of the voting delegates of the corporation.

Section 4. Advances of Expenses. Expenses of each person indemnified hereunder incurred in defending a civil, criminal, administrative, or investigative action, suit or proceeding (including all appeals), or threat thereof, may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding as authorized by the executive board, whether a disinterested quorum exists or not, upon receipt of an undertaking or on behalf of the officer, director or employee, to repay such amount unless it shall ultimately be determined that such person is entitled to be indemnified by the corporation.

Section 5. Nonexclusiveness. The indemnification provided by this ARTICLE shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled as a matter of law under the articles of a nonprofit corporation, these bylaws, any agreement, vote of the voting delegates, any insurance purchased by the corporation or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be an officer, director, or employee and shall inure to the benefit of the heirs, executors, and administrators of such a person.

Section 6. Purchase of Insurance. The corporation may purchase and maintain insurance on behalf of any person who is or was an officer, director, or employee of the corporation, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the corporation would have the power to indemnify such person against such liability under the provisions of the ARTICLE or of the Mississippi Corporation Act.

Section 7. Indemnification Restrictions. The corporation may not indemnify a person under the ARTICLE in connection with a proceeding by or in the right of the corporation in which the person was adjudged liable to the corporation; or in connection with any other proceeding charging improper personal benefit to such person, whether or not involving action in his or her official capacity, in which such person was adjudged liable on the basis that personal benefit was improperly received by him or her.

Section 8. Saving Clause. If this ARTICLE or any portion hereof shall be invalidated on any ground by any court of competent jurisdiction, then the corporation shall nevertheless indemnify and hold harmless each indemnified person as to costs, charges and expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement with respect to any action, suit or proceeding, whether civil, criminal, administrative or investigative to the full extent permitted by any applicable portion of this ARTICLE that shall not have been invalidated and to the fullest event permitted by applicable law.

### **ARTICLE XIII – Dissolution**

Upon the dissolution of the corporation, the executive board shall, after paying or making provisions for the payment of all the liabilities of the corporation, distribute the assets of the corporation to the Mississippi State University Foundation, Inc., Mississippi nonprofit corporation. In the event this organization is not in existence, or in the event this organization no longer qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), or in the event contributions to such organization is no longer deductible under each Section 170 (c), 2055 (a), and 2522 (a) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), the executive board shall distribute the portion of the assets of the corporation which were to be distributed to such organization, organized and operated

exclusively for charitable, educational or scientific purposes, as shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the executive board shall determine and contributions to which are deductible under each of Sections 170 (c) (2), 2055 (a), and 2522 (a) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

The By-laws of Mississippi Homemaker Volunteers, Inc. were revised and passed by a majority vote on May 22, 2013.

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## **Recommendations for Awards and Recognition**

All MHV forms may be found on the MHV website: <http://extension.msstate.edu/content/forms-mhv>

1. March 1: Each report submitted for contest must be sent to the category chairman (Section B) along with the completed Application Award no later than March 1. Reports will not be judged if they are not turned in on time.
2. Reports are prepared according to standards set by "Guidelines for MHV, Inc. Educational Report Book" with the exception of the following:
  - Community Beautification Contest
  - Garden Leaders Record
  - Young Homemaker Award
3. Winning county reports may be submitted in state competition in the five education areas: Community Special Issues, Environment, Child and Family Issues, Health and Nutrition, and International.
4. All single page applications or entries *must have a clear plastic cover* for any of the categories.
5. April 1: Each State Committee Chair should send winners of each category using the Award Report Form and Award Winners Summary to the State Awards Chairperson. A copy of these forms should be sent to Extension Associate Sylvia Clark.
6. The state awards are ranked 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>.
7. State Education Chairs are not eligible for state education awards in his/her area of work.
8. Each Education Chair shall select qualified, knowledgeable judges for all committee reports submitted. No Committee chair or member can serve as a judge.
9. In case of loss of sponsorship, the cash award will not be given. Please bring all 1<sup>st</sup> Place Winners to state council for display.

### **Education Awards**

First Place – Monetary Award & Certificate

Second Place – Certificate

Third Place – Certificate

- A. Community Special Issues
- B. Environment
- C. Child and Family Life Development
- D. Health & Nutrition
- E. International

### **Other Awards**

- A. Environment
  - Community Beautification Contest
    - a. Open to all MHV clubs in the state.
    - b. Refer to <http://extension.msstate.edu/mhvfor> entries in MHV Community Beautification Contest.
    - c. County first place winners will be entered in the state contest.
    - d. This is a State Award

## Home Environment Contest (State Award)

First Place – Monetary Award & Certificate

Second Place – Certificate

Third Place – Certificate

### Home Environment Contest Information

- \* Open to all members.
- \* Submitted to State Environment Chair
- \* Any club member who has either built or remodeled a house during the program year may enter this contest.
- \* The report for this contest will consist of a minimum of two typed and double-spaced pages explaining the project. Examples would include photographs taken before, during, and after the completion of the project.

#### b. The report should address the following questions:

- Why the project was undertaken?
- When the project was first planned?
- When was the project carried out?
- Who decided what was to be done?
- If the project included construction, who drew the plans for the project?
- Were persons other than family members utilized in the project?
- What Extension information was used in the planning and carrying out of this project?
- Was this project a learning experience for all involved including anyone who might have visited during the process? (Explain)
- What was the cost of labor, the overall cost of materials and the value of a new home or the value added to an existing home?

#### c. Some examples which would qualify include:

- Building a new home
- Remodeling an existing home
- Remodeling a kitchen
- Adding energy - saving features to an existing home
- Redesigning space for another use
- Renovating a home
- Landscaping
- Updating a home's wall coverings, colors, carpeting, and other design details

#### d. Criteria for judging includes:

- Emphasis on energy conservation measures
- Aesthetic improvements
- Sharing information with others
- Cost effectiveness of project

### Garden Leader's Record

1. Must enroll in State Garden Leader's Contest by March 1st.
- b. Submit entries to Dr. Leila Kelly, Consumer Horticulture Specialist, North MS Regional and Extension Center P.O. Box 1690, Verona, MS 38879
- c. No limit to number of records sent from each county
- d. First Place – Cash Award & Certificate

### Family Life (State Awards)

First Place - Monetary Award & Certificate

Second Place - Monetary Award & Certificate

Third Place - Monetary Award & Certificate

### Family Life Guidelines:

**Subject** matter for this award: Must be family life, not child development.

1. **Identification Page:** Name of the contest; Name, address, and phone number of contestant; County of contestant
2. **Essay** (Double spaced): A description of the activities the county conducted in family life programming, including the reason the MHV members decided to pick programming in this area. List the number of programs that the county prepared and delivered. Include how many people benefited from attending these programs? The MHV member must address evaluation of the program(s) that the club or council delivered.
3. **Photo Page (maximum of 4 pages):** This section of the entry will document the programs and activities that the MHV member delivered in this program area (photos, newspaper clippings, etc.)
4. **Evaluation Summary:** The entry will have a copy of an evaluation instrument used and summary of the results.

## C. Membership Awards

### 1. Best County Reports

- a. Recognition will be given for the best county reports.
- b. First, second, and third place state awards will be presented.
  - First Place – Monetary Award & Certificate
  - Second Place – Certificate
  - Third Place – Certificate

### 2. Increase in Membership

- a. Recognition will be given to the counties with the largest increase in membership.
- b. State award for counties with the greatest increase in membership.
- c. First, second, and third place state awards will be presented for both of the above awards
  - First Place – Monetary Award & Certificate
  - Second Place – Certificate
  - Third Place – Certificate

3. Most Outstanding Membership Promotion or Drive in a County

First Place – Monetary Award & Certificate

Second Place – Certificate

Third Place – Certificate

D. Nutrition Education Award

First Place - Monetary Award & Certificate (First place will be featured in *Cattle Business in Mississippi* magazine)

Second Place – Certificate

Third Place – Certificate

1. Send completed activity form (found on the <http://extension.msstate.edu/mhv> website) and report booklet to the State Health and Nutrition Chair.

2. The nutrition program must relate the importance of lean beef in a heart healthy diet.

3. Criteria for judging includes:

- a. Number of nutrition presentations
- b. Number of people reached with presentations
- c. Creativity of presentation
- d. Documentation of presentation
- e. Materials used and any follow-up with program attendees

E. Outstanding Club Projects:

1. Open to all MHV Clubs
2. A typed report of an **Outstanding CLUB Project** carried out by MHV Club, showing starting point, progress and end result
3. Submit entries to the Associate Director's Office, by March 1st.
4. State award 1<sup>st</sup> place winner monetary - award and certificate

F. Outstanding Council Projects

1. Open to all MHV Councils.
2. A typed report of one **Outstanding COUNCIL Project** in a county carried out by the MHV County Council - showing a starting point, progress, and an end result.
3. Submit entries to the Associate Director's Office (Section I-1), by March 1st.
4. State award - monetary award and certificate.

G Associate Director Award

The purpose of the award is to encourage leaders to present programs learned in Mississippi Homemaker Volunteers' club and other organizations, thus extending the educational impact of MHV club members.

The first place county record will be submitted to the Extension Associate by March 1.

1. The Leader Report Form can be found on the website (<http://extension.msstate.edu/mhv>)
2. The form must be completed in entirety; can be either typed or printed. Complete documentation must be included with the form.

3. Silver trays will be awarded to the one (1) best program leader winner in each MHV area providing the report meets required MHV and judges' criteria.
4. Silver tray winners **must wait three years before being eligible** to enter the contest again.
5. All required forms are found on the website (<http://extension.msstate.edu/mhv>)
6. In case of loss of sponsorship, State MHV Organization will purchase silver trays. The awards chairman is responsible for purchasing the silver trays.

#### H. Public Relations Awards

1. Best County Reports
  - a. County reports only.
  - b. Please include news articles, photos, and report on all Program of Work activities.
  - c. First, second and third place will receive state recognition:  
First Place – Monetary Award and Certificate  
Second Place – Certificate  
Third Place – Certificate
2. Best Examples of Publicity for MHV Project or Program
  - a. Open to all MHV members.
  - b. First, second and third place awards will be given at the State MHV Council Meeting.
  - c. Entries can include publicity from newspaper, radio or TV reports, from announcement or interviews, or from other forms of publicity such as newsletters, poster, brochures, etc.
  - d. Display entry in notebook or folder and give dates, names of publications and number of times each item was published.
  - e. Examples of publicity could include MHV Week, the tree planting project, special emphasis on educational programs or projects or any other area in which a club conducted a publicity campaign.
  - f. Awards given are as follows:  
First Place – Monetary Award and Certificate  
Second Place – Certificate  
Third Place – Certificate
3. Feature Article Contest
  - a. Open to all MHV members.
  - b. First, second and third place awards will be given.
  - c. Send typed copy and newspaper clippings of county winning article to State Public Relations chair by March 1st.
  - d. Article must have been published in a newspaper or magazine with MHV member by-line.
  - e. A "Feature Article" is an article that features one person or happening. The content of the article may be of any subject but preferably concerning MHV activities.



- f. A MHV club member must write the article or report. It shall not be written by the editor working for the newspaper or magazine, a professional writer, county extension staff or anyone employed by a newspaper as a reporter or feature writer.

First Place – Monetary Award and Certificate

Second Place – Certificate

Third Place – Certificate

## I. Young Homemaker Awards

### 1. Club Award

First, second and third place state awards for any club with greatest support of young MHV members. (This does not necessarily apply to a “Young Homemaker Club.”) A one-page typed report giving details of support and/or enlistment of young MHV members. (No form required). Place in clear binder.

First Place – Monetary Award and Certificate

Second Place – Certificate

Third Place – Certificate

### 2. Individual Achievement

Open to all members under age 39. This report must be submitted on the Young Homemaker Form found on the MHV website

(<http://extension.msstate.edu/mhv>).

First Place – Monetary Award and Certificate

Second Place – Certificate

Third Place – Certificate

\*Note: No Committee Chairperson may apply for an individual award in the area in which he/she is Committee Chair

## J. Jeweled Pin Awards

### 1. Applications for Jeweled Pins

- a. **Applications for Jeweled Pin Awards must be typed or printed on forms found on the MHV website at <http://extension.msstate.edu/mhv>** and completed by the county director. Applications must be approved and signed by county president, applicant, and county director. The application must have county return address enclosed. Applications must be accompanied by a check made payable to MHV.

Copies of the Applications should be sent to:

- i. County Awards Chair and/or Secretary
  - ii. State Chair of Awards and Recognition Committee
- Retain a copy in county office for your records.
- b. Only **TYPED OR LEGIBLY PRINTED** applications will be accepted.
  - c. **Applications for all pins should reach State Chair of Awards and Recognition by March 1st.** Decisions concerning late applications will be

left to the discretion of the chair. It must be clearly stated whether the pins need to be mailed back to the county or presented at State Council.

- d. The committee recommends that each county council pay for their members' pins. Each county council should retain a copy of applications for historical purposes. It is suggested that the names and years of service of pin recipients be included in the minutes of the county council.
- e. The jeweled pins will be awarded at the Annual State Council, **if requested by March 1<sup>st</sup>** using the application found on the MHV website: <http://extension.msstate.edu/content/forms-mhv>.

## 2. Cost of all pins

- a. The cost of jeweled pins can be obtained from the State Awards Chair. Since prices of gold/stones fluctuate, see handbook for current prices.
- b. The cost of membership, officer, and committee pins is \$7.50 each. The Form must have accompanying check made payable to MHV.
- c. Please always use the correct pin order form found on the MSUcares website: <http://extension.msstate.edu/content/forms-mhv> for all orders.
- d. Awards chairman must attend the entire State Council Meeting and state committee meetings. He/she must prepare a written report with 4 copies to Midwinter Board and State Council Board Meetings.
- e. Awards Chairman is responsible for turning over all records, including but not limited to, all monies, bank statements, pin orders, inventory of existing pins, copy of order forms filled during term, and any other documents or correspondence relating to this office to the incoming chair.
- f. Any overpayment received by the Awards Chair of five dollars or less is considered nonrefundable.

## 3. Jeweled Awards

- a. **Three Rubies** - All criteria listed is required for this award
  - 1. Club work
    - i. Be an active MHV Club member 5 years or more.
    - ii. Enter at least two different county, area, or state contests open to state as a whole.
    - iii. Earn one reading certificate for every 5 years of membership.
    - iv. Participate in countywide club activities, such as Flower and Vegetable Show, MHV Week, Nutrition Week, and any countywide activity sponsored by MHV.
    - v. Serve as a club officer for one (1) year.
    - vi. Serve as club education, standing, or special committee chair as appointed by the club president for one (1) year.
    - vii. Assist in 4-H Programs, if available.
    - viii. Serve as Club Project or Program Leader for one (1) year.
    - ix. Solicit publicity for MHV club work in newspapers, radio, television, or by making speeches before civic groups.

2. County and Community (both required)
  - i. Serve as county education, standing, or special committee chair as appointed by the Council President for 2 years.
  - ii. Participate in community activities that relate to MHV programs, such as landscaping of church or school, drive for health programs, helping the needy and community development programs.
  - iii. Attendance at Meetings (both required)
    - (a.) Area meeting - 5 years
    - (b). Annual State Council meeting - 5 years

**b. Five Rubies**

All of the above plus the following:

1. Serve as one of the following for 2 years, successfully;

Completing all job responsibilities:

- i. County Council Presidents, Vice-President,
- ii. Parliamentarian, Secretary or Treasurer
- iii. Area Directors - Junior and Senior
- iv. State Committee - Member or Chairperson

2. Attendance at meetings (both required, give dates)

- i. Area meeting - 6 years
- ii. Annual state council meeting - 6 years

**c. Three Diamonds**

All of the above plus the following:

1. Serve one of the following, successfully completing all job responsibilities

- a. i. State Elected Officer 2 years
- ii. Area Director 4 years
- iii. State Chairperson 2 years

2. Attendance at meetings (both required, give dates)

- i. Area meeting 8 years
- ii. Annual State Council Meeting 8 years

**d. Five Diamonds**

All of the above plus the following:

1. Must serve as one

- i. State President 2 years
- ii. Two other state offices 4 years
- iii State Chair 4 years

2. Attendance at Meetings (both required, give dates)

- i. Area meeting 12 years
- ii. Annual State Council meeting 12 years

**K. Officer Pins**

The following pins are available for Club Officers with documentation required: President, Vice President, Past President, Secretary, Treasurer, County or State

Chairperson and Officer pins that will be used for the Parliamentarian. Membership pins are also available with documentation required.

#### L. Length of Service Pins

(5,10,15,20,25,30,35,40,45,50,55,60,65,70, etc. year pins)

Length of Service pins may be awarded to any person who has been an active club member of the homemaker organization for the specified number of years (4-H leadership does not apply). No documentation is necessary other than County Council President and County Director's signature on the appropriate form in this handbook.

Send a check to the current Awards Chair, made out to "MHV Awards", to cover the cost of pins. A check **MUST ACCOMPANY THE APPLICATION. Name of county and type of pin being ordered must be written on the check. A return address and phone number of the County Director should be enclosed**

## Recommendations for Credentials

1. Every county council should read and study the state by-laws at a county council meeting before the election of officers.
2. Mississippi Homemaker Volunteers, Inc. dues must be sent to the state treasurer by December 1. Counties who have not paid will not be eligible to have a voting delegate for the current year or to participate in award programs. The state treasurer will send a list of counties who have paid dues to State Credentials Chair. County Voting Delegate's name and name of alternate should be sent to the Associate Director MSUES, c/o Sylvia Clark, P O Box 9644, Mississippi State, MS 39762 by April 1<sup>st</sup>.
3. Guidelines for an MHV Club:
  - a. An active membership of two persons (2) is recommended.
  - b. Regular and special meetings may be held with a minimum of six (6) regular club meetings recommended.
  - c. The secretary sends a report of meetings to county director.
  - d. Clubs shall affiliate with the county council to qualify as voting members.
  - e. The club's program leader(s) shall attend the subject matter training and be responsible for the information being presented to his/her club.
  - f. The club is encouraged to support or initiate at least one community project annually.
4. Information about council meetings should be sent to all club presidents.
5. The state nominating committee and the state president must abide by the state by-laws in determining the qualifications of state officers, state committee chairs, committee members and voting delegates.
6. Credential committee members shall collect tickets at all events during annual meetings (meals, receptions, workshops, etc.).
7. Chairs shall encourage all members to fill out **MHV Personal Data Sheets**.
8. Assist in the planning leadership training and program development workshops for all officers from county to state level.
9. Assist in the conducting of training for the new Area Junior and Senior Directors taking office.
10. Credential Chair shall prepare officer ballots and voting delegate cards for voting delegates to use at MHV State Council
11. Chair and Committee members will be responsible for counting ballots and reporting results. If Committee members are not present, the Chair will select members to assist in counting votes.

## **Recommendations for Community Special Issues**

Reports in this area are to include those programs **not included** in other educational program areas. Individuals and families want to make their communities better places to live. MHV club members can give direction to community issues by developing and improving their own leadership skills, by becoming involved with public issues, and by providing services to their communities.

### **Suggested Programs and Projects:**

1. Volunteers for community improvement projects such as community beautification, community fire departments, local festivals, county and area fairs, TRIAD, Neighborhood Watch, Homeland Security, National Day of Prayer, county library programs, "Vials of Life", and the Junior Master Gardener Program.
2. Encourage cultural enrichment programs such as promoting historical preservation, developing heritage arts skills and become involved in activities that promote rural tourism.
3. Promote Mississippi-owned businesses by developing a local listing of agencies that help small business owners and entrepreneurs.
4. Become involved in community needs and strengthen public policy skills such as family literacy, public policy literacy, consumer literacy and organizational literacy.
5. Encourage dialogue on public issues such as health, drugs, alcohol, biotechnology, highway safety, etc.
6. Support community arts.
7. All Education Chairs must prepare four (4) copies of a written report with one for January and May Board Meetings.
8. "Master Volunteer in Family Life" Volunteer Program

### **Suggested Actions:**

1. Work with organized groups to promote community betterment.
2. Develop local listing guide of agencies and organizations that help small business owners and entrepreneurs.
3. Attend public policy skills trainings and sponsor public policy workshop.
4. Encourage dialogue about issues that are important to the county, state, and country.
5. Help by volunteering time for 4-H Clubs (as a leader or help with individual projects).
6. Participate in the "Make a Difference Day" in October of each year.

### **Additional Resources include:**

Local Library, Chamber of Commerce, Tourism Commission, Economic Development Authority, Superintendent of School System, and other community based agencies and people.

Note-Report books should be prepared using the "**MHV Guidelines for Education Report Book**" found on the MHV website (<http://extension.msstate.edu/mhv>).

## Recommendations for Cultural Arts

### I. CREATIVE WRITING CONTEST

This contest is designed to encourage members to exercise their writing talents. Entries will be judged on individual merit with blue and red ribbons and overall sweepstakes awarded in the following categories: (No report booklet required with entry.)

- a. Short story (not more than 3,000 words)
- b. Poetry
- c. Essay
- d. Play
- e. Written music

Entries are to be sent to the State Cultural Arts Chair. All entries must be postmarked **NO LATER THAN March 1st.**

All entries are to be original, typed and double-spaced, or legibly written. Each entry should meet the following criteria: submitted flat (no folds), with a cover sheet and an award application, stapled in the upper left-hand corner and in large manila envelope. Submit two copies of each entry. Do not enclose in any type of report cover or notebook.

The **cover sheet** should have: (The cover sheet is the only place this information will appear.)

- a. Class
- b. Name of entry
- c. Name of author, complete address and telephone number
- d. Name of county and name of Homemaker club

Counties are limited to 2 entries per class per county. Entries can be picked up at State Council at designated times only. Arrangements must be made for pick up if the person responsible for it is not attending State Council. Mississippi State University Extension Agents who are members of MHV may enter exhibits in the Cultural Arts event.

### II. CULTURAL ARTS EXHIBITS - The following rules will be strictly enforced:

Blue and red ribbons will be awarded in each section. An overall sweepstakes will be awarded in each class. (Colored dots will be used in addition to ribbons on each entry to assure exhibitor will know the award received).

1. All entries must have been completed and judged in county competition since the last State Council meeting. (The county is responsible to guarantee that the entry was completed since the last State Council.)
2. Pre-registration forms must be sent to the current Cultural Arts Chairperson by May 1<sup>st</sup>. The registration forms will be sent to each county by the Cultural Arts chairperson. Entries will not be accepted after that date.
3. A maximum of 18 items per county, with no more than 2 items per county per class are eligible.
4. No exhibit will be accepted that has not been pre-registered and pre-labeled. Items which are not labeled completely will be disqualified. Name, county, class and section should be placed on the lower right hand-corner of the items if at all possible. Entries must be checked in and out at the times listed in the State Council program. Entries with multiple pieces must be considered a set. **NO EXCEPTIONS WILL BE ALLOWED.**

5. If you bring your own easel, please label it so it will not be placed in the MSU easels.

#### Classes

##### Class A1. Painting and Drawing - Framed and with wire hangers

Section (1) Oils

Section (2) Acrylics

Section (3) Watercolors

Section (4) Graphite, Charcoal, Pastel, or Colored Pencils

Section (5) Pen and Ink

Section (6) Glass Painting

Section (7) Painting & Drawing

##### Class A2. Painting and Drawing (stretched canvas where side of canvas is part of picture composition, with eyelets and wire on inside for hanging)

Section (1) Oils

Section (2) Acrylics

Section (3) Watercolors

Section (4) Graphite, Charcoal, Pastel, or Colored Pencils

Section (5) Pen and Ink

##### Class B. Sculpture - Any medium

Section (1) Traditional – clay, metal, wood

Section (2) Soft - fabric

##### Class C. Ceramics - Pottery/Porcelain

Section (1) Glaze

Section (2) Stain

Section (3) Pottery

Section (4) Porcelain

Section (5) Mixed Techniques

Section (6) Raku (Japanese form of pottery)

##### Class D. Decorative Machine Sewing with Finished Edges

Section (1) Home Furnishings

Section (2) Clothing Accessories

Section (3) Machine Embroidery

Section (4) Heirloom Sewing

Section (5) Appliqué

Section (6) New Technique



Class E -1 Hand Stitchery – Framed

- Section (1) Needlepoint
- Section (2) Crewel
- Section (3) Embroidery
- Section (4) Ribbon Embroidery
- Section (5) Smocking
- Section (6) Cross Stitch
- Section (7) Stamped Cross Stitch
- Section (8) French Hand Sewing
- Section (9) Appliqué
- Section (10) Swedish Weave
- Section (11) Candle wicking

Class E-2 Hand Stitchery – Not Framed with Finished Edges

- Section (1) Needlepoint
- Section (2) Crewel
- Section (3) Embroidery
- Section (4) Ribbon Embroidery
- Section (5) Smocking
- Section (6) Cross Stitch
- Section (7) Stamped Cross Stitch
- Section (8) French Hand Sewing
- Section (9) Appliqué
- Section (10) Swedish Weave
- Section (11) Candle wicking

Class F. Crochet

- Section (1) Wearing Apparel
- Section (2) Home Furnishings- fine thread
  - a. Table and bed coverings
  - b. Other, doilies, etc.
- Section (3) Home furnishings- yarn
  - a. Afghans
  - b. Home Accessories
- Section (4) Baby Items
  - a. Afghans
  - b. Garments
    - 1. Sets
    - 2. Individual piece

Class G. Other Fiber Arts (Excluding Crocheted Items)

Section (1) Knitting

- a. Wearing apparel
- b. Home furnishings
- c. Baby Items

Section (2) Tatting, Battenberg Lace

Section (3) Cutwork

Class H-1. Quilts (entirely hand quilted)

Section (1) Pieced

Section (2) Appliqué

Section (3) Embroidery

Section (4) Whole Cloth

Section (5) Stamped Cross Stitch

Section (6) Baby Quilts

Section (7) Pre-stamped Cloth

Section (8) Yo-Yo full/single size coverlet

Class H-2. Quilts (entirely machine quilted)

Section (1) Pieced

Section (2) Appliqué

Section (3) Embroidery

Section (4) Whole Cloth

Section (5) Stamped Cross Stitch

Section (6) Baby Quilts

Section (7) Pre-stamped Cloth

Section (8) Stippling

Class H-3. Quilts (hand-pieced and machine quilted)

Section (1) Pieced

Section (2) Appliqué

Section (3) Embroidery

Section (4) Whole Cloth

Section (5) Stamped Cross Stitch

Section (6) Baby Quilts

Section (7) Pre-stamped Cloth

Section (8) Stippling

Class I. Quilting

- Section (1) Wall Hanging
- Section (2) Clothing
- Section (3) Pillow
- Section (4) Miniature Quilt
- Section (5) Other Quilted Items
- Section (6) Home Furnishings

Class J. Rug Making, Spinning and Weaving

- Section (1) Rug making
  - a. Hooked
  - b. Braided
  - c. Woven
  - d. Crocheted
- Section (2) Spinning and Weaving
  - a. Hand
  - b. Loom
  - c. Basketry

Class K. Creative Crafts

- Section (1) Stenciling and Tolle Painting
- Section (2) Decorative Painting
- Section (3) Wreaths
  - a. Natural
  - b. Wire
  - c. Styrofoam
  - d. Plastic
- Section (5) Recycled Item
- Section (6) Paper Twist
- Section (7) Wax Crafts
- Section (8) Quilling
- Section (9) Painted Floor Cloth
- Section (10) Plastic Canvas
- Section (11) Gourds

Class K. Creative Crafts (continued)

- Section (12) Puzzles
  - a. Framed with wire hanger
  - b. Self-Supporting (on Easel)
- Section (13) Scherenschnitte (paper cutting)

Class L. Photography - framed or matted to hang with wire hanger or self-supporting  
(This category is for amateurs only. No work should be submitted by professional photographers.)

Section (1) Black and white

- a. Portrait
- b. Landscape
- c. Other

Section (2) Color

- a. Portrait
- b. Landscape
- c. Other

Class M. Creative Apparel and Accessories

Section (1) Shirts

Section (2) Collars, Scarves

Section (3) Belts

Section (4) Purse, Tote bag

Section (5) Hats

Section (6) Lap Throws (i.e. Fleece)

Class M.2. Jewelry Only

Section (1) Jewelry

- a. Handmade materials
- b. Purchase materials

Section (2) Crocheted Jewelry

Class N. Baby Items (NO crochet or knit)

Section (1) Wearing Apparel

Section (2) Non-wearing Item

Class O. Toys any medium

Section (1) 18" and Under

Section (2) Over 18"

Class P. Holiday Decoration

Section (1) New Years

Section (2) Valentine's Day

Section (3) Mardi Gras

Section (4) St. Patrick's Day

Section (5) Easter

Section (6) July 4<sup>th</sup>

Section (7) Halloween

Section (8) Thanksgiving

Section (9) Christmas

Section (10) Kwanza

Section (11) Patriotic – Veterans, Memorial, Labor Day

Section (12) Hanukah

Class Q. Wood Working

Section (1) Home Accessories ( Handmade Items Only)

Section (2) Carved

Section (3) Wood Burning

Section (4) Decorated / Painted / Kit

Class R. Miscellaneous

- This category is strictly limited to one item per county
- Item Is not listed in any other category
- Immediate disqualification if duplicated.

Class S. Stained Glass

Class T. Costumes – Any Medium

Section (1) Entire Costume

Section (2) Individual Pieces

*Chair must prepare a written report with four (4) copies for January board meeting.*

## Recommendations for Environment

MHV club members can help to increase the knowledge and efforts of individuals, families and communities in order to understand the importance of establishing daily habits to preserve our environment.

### A. Suggested Programs and Projects:

Involve MHV members and the community in environmental understanding and education.

1. Develop interactive video program on an environmental issue
2. Be proactive in working to help communities in waste management issues
3. Present an environmental workshop at the State MHV Meeting
4. Plan or participate in an Arbor Day activity
5. Participate in a bird count program

### B. Suggested Activities:

1. Be active in developing activities and educational opportunities with other agencies and organizations involved in environmental education.
  - a. Nature Conservancy
  - b. Audubon Society
  - c. Keep Mississippi Beautiful
    - i. Support the memorial Keep MS Beautiful Avenue of Magnolias program (see handbook form section)
    - ii. Help with a community clean-up
  - d. Coastal conservation areas organizations
  - e. MS Environmental Education Association
2. Continue to encourage the study of natural resource conservation in the home and community. (RECYCLE, REUSE, REDUCE, RESPOND, REJECT).
3. Continue to encourage education on indoor air quality and healthy homes, including allergens, mold, and second hand smoke.
4. Work with youth
  - a. Sponsor contests such as written essays on chosen environmental actions
  - b. Pictures and posters on environmental topic
  - b. Assist with camps and activities with 4-H
  - c. Sponsor a youth to an environmental camp
5. Sponsor statewide interactive video environmental seminars
6. Publicize and support statewide interactive video environmental seminars
7. Recycling Activities - (Please keep record of number of items donated to each activity.)
  - a. General Mills cereal and snack box tops

St. Jude's Ranch for Children  
100 St. Jude's Street  
Boulder City, NV 89005-0100

#### b. Campbell's labels for education programs:

St. Jude's Ranch for Children  
100 St. Jude's Street  
Boulder City, NV 89005-0100

Blair Children's Rehab Center  
Volunteer Services  
2500 N. State St.  
Jackson, MS 39216

- c. Cans **and metal can tabs**. Check in your community with a local scrap metal business that might take aluminum **tabs** and/or **cans** or **both**. Tell them it is for the Ronald McDonald House and they may give you more for the items. **Do not take tabs to the MHV State Council. When you get funds at the recycling location, ask them to make the check out to “Ronald McDonald House” or the appropriate charity if your county is supporting another effort.**

Ronald McDonald House  
Ruth Ann Allen, Executive Director  
2524 North State Street  
Jackson, MS 39216 (601) 981-5683

Shemper's Steel in Hattiesburg will take cans and can tabs. Pascagoula Scrap, Inc. (228-392-6158) In the Latimer Community (Jackson County) they will double the weight on the can tabs. When you take them in, ask for John or Karie Owen and they will double the amount for the Ronald McDonald House. They are closed on Wednesdays, Saturdays, and Sundays.

- d. Born Again Cards – If you would like to purchase St. Jude cards made by the youth at the ranch, send \$8.00 per package, and includes shipping and handling:

St. Jude's Ranch for Children  
P.O. Box 60100  
Boulder City, NV 89006-0100  
Email: stjudesranch.org

- e. Eyeglasses/sunglasses

Lions Clubs of Mississippi  
431 Katherine Drive  
Flowood, MS 39232

8. Awards may be applied for in the following areas of Environment:
- a. Education Award
    - i. County Report Only
  - b. Other Awards (Individual Members or Individual Clubs)
    - i. Community Beautification Contest
    - ii. Home Environment Contest
    - iii. Garden Leaders Award

Resources:

- 1. Mississippi State University Extension Service
- 2. Keep America Beautiful  
State Coordinator  
808 North President Street  
Jackson, MS 39201 Phone: 800-545-3764

Be sure to keep accurate records of items donated in each county **found on the MHV website (<http://extension.msstate.edu/mhv>)**. **Please turn in this form by December 1 even if not submitting an educational report.**

Prepare an Educational Report book of your accomplishments using the guidelines found on the website: <http://extension.msstate.edu/mhv>.

*Chair must prepare a written report with four (4) copies for January board meeting.*

**Each County Council Environmental Education Chair must complete a county education report and send it to the current State Environment Education Chair by March 1<sup>st</sup> each year.**

## Recommendations for Family Issues

MHV club members can provide educational experiences that will strengthen families and promote the growth and development of family members. Members can help individuals and families become aware of the many outside influences that affect families and learn how to interact in ways that enable children, youth, and adults to develop to their greatest potential. It is suggested you order the free educational materials from MS State University Extension Service (publication numbers are listed behind each item), placed in packets and distributed in places such as hospitals, nurseries, day care centers, WIC centers, high schools, libraries, doctors' offices, nursing homes as well as other appropriate locations. All publications may be ordered through their local county extension office. Contact Dr. Louise Davis, Extension Professor, at 662-325-3083 for more information about issues involving children infant to 17 years of age or about the "Master Volunteer in Family Life" Volunteer Program.

### A. Prenatal through Preschool

#### 1. Books for Babies

##### a. Start Early with Books - P1708

##### b. Age-Appropriate Story Books - suggested list below. The following suggested books may be ordered individually or in bulk from companies such as [www.innovative-educators.com](http://www.innovative-educators.com), Gryphon House Publishers (1-800-638-0928) or Kaplan Educational Supplies (1-212-492-5800).

- "Goodnight Moon" by Margaret Wise Brown
- "Brown Bear, Brown Bear, What Do You See? By Bill Martin
- "The Hungry Caterpillar" by Eric Carle
- "Miss Mary Mack" adapted by Mary Ann Hoberman
- "The Carrot Seed" by Ruth Krauss
- "The Wheels on the Bus" by Penny Dann
- "Mother Goose" by Tony DePaola
- "Read to the Bunny" by Rosemary Wells

#### 2. Nurturing Baby and Self

- a. Building Your Baby's Brain Cassette/CD (may be found at your local discount or music store)
- b. Nutrition During Pregnancy: A Gift for Your Baby (Extension P-1784)
- c. You and Your Baby: Before Your Baby is Born (Extension IS-1599)
- d. You and Your Baby: Planning for a Healthy Baby (Extension IS-1627)
- e. Family Nutrition Program Nutrition Sense: What Is WIC? (Extension P-2397)

#### 3. Newborn Packets (Developmental Ages and Stages)

##### a. Developmental Ages and Stages-extension publication information sheets

- Did You Know at 1 Month I Can (IS-1601)
- Did You Know at 2 Months I Can (IS-1600)
- Did You Know at 3 Months I Can (IS-1604)
- Did You Know at 4 Months I Can (IS-1637)
- Did You Know at 5 Months I Can (IS-1640)
- Did You Know at 6 Months I Can (IS1641)
- Did You Know at 7-8 Months I Can (IS1642)
- Did You Know at 9-12 Months I Can (IS1643)
- Did You Know at 12-18 Months I Can (P-2351)
- Newborn Packet Envelope: M-1313

##### b. "First Years Last Forever" tape or "Ready to Learn" tape. Contact MSU Family Life



Specialist at 662.325.3083 for more information.

B. School-Age Issues

1. Positive Discipline Mail-Out Program. Order from Dr. Louise Davis at 662-325-3083.
2. Children, Parents, and Teachers: A winning Team for Education (Extension IS-1443)
3. Children Need Guidance (IS-1459)

C. Family Life Issues

1. Marriage and Family (Distribute through County Circuit Clerk's Office)
  - a. Newlywed Packet (Extension F-236) - a large (9 x12) envelope – you must order the publications to go inside separately.
  - b. Marriage: Your First Year-Concerns of Newlyweds (IS1307)
  - c. Marriage: Your First Year-Decisions, Communication (IS1308)
  - d. Marriage: Your First Year-Expectations and Realities (IS-1309)
  - e. Keys to Building a Strong Marriage: Introduction (IS-1787)
  - f. Keys to Building a Strong Marriage: Commitment (IS-1788)
  - g. Keys to Building a Strong Marriage: Communication (IS-1789)
  - h. Keys to Building a Strong Marriage: Affection (IS-1790)
  - i. Keys to Building a Strong Marriage: Kindness (IS-1791)
  - j. Keys to Building a Strong Marriage: Understanding (IS-1792)
  - k. They Lived happily Ever After (IS-1830)
  - l. After You Say "I Do": Adjusting to Marriage (IS-1831)
  - m. What's All the Fuss About? (IS-1832)
  - n. After the Storm: Building a Strong Marriage (P-2416)
  - o. Healthy Marriages Week is the week of Valentine Day each year
2. Family Resource Management
  - a. Planning Your Estate: Where You Should Begin (P-1742)
  - b. Planning Your Estate: Where There's a Will, There's a Way (P-1739)
  - c. Money Smart-Taking Control of Your Money (P2192)
  - d. Managing Your Money: A Family Plan (P-545)
  - e. Family Expense Record Book (F-126)
  - f. Healthy, Wealthy, and Wise Financial Education Program (Contact Dr. Bobbie Shaffet at 662-325-7317 or 325-3080.
3. Strengthening Families
  - a. Develop Family Strength (IS-1362)
  - b. After the Storm: Building a Strong Family (P-2415)

D. Intergenerational Issues

- a. Grandparent Letters (P-1591)

E. Handling Grief and Loss

- a. After the Storm: Handling Grief & Loss (IS-1796) Contact Dr. Louise Davis at 662-325-3083 for more information

F. Caregivers

"Ari's Pillowcase Project" – This project was developed in honor of Ariel Ball who died of a cancer (Osteosarcoma) in 2005. The combined effort and encouragement of family, friends, medical staff, and her community led to a commitment to help other young victims. They remembered the bright, soft pillowcases donated to the hospital. These pillow cases were offered to the patients when they went home. MHV is encouraged to help make the pillow cases. This organization will provide the fabric for the pillow cases. Please send the number you have completed to the Family Issues Chair, Ardiss Marshall (P.O. Box 820914 Vicksburg, MS 39182-0914). The finished pillow cases will be picked up for delivery to Blair E. Batson Children's Hospital in Jackson MS; Children's Hospital in New Orleans, LA; St. Jude's Hospital in Memphis, TN; and Children's Hospital in Philadelphia, PA.

G. Alzheimer's – To request a brochure by title, call 1-800-272-3900 or on the website: [alz.org](http://alz.org)

- a. Take Care of Yourself – 10 ways to be a healthier caregiver
- b. Communication – best ways to interact with a person with dementia
- c. Basics of Alzheimer's disease – What it is and what you can do

H. Military Family – April, Month of the Military Child

The MSU-ES 4-H Military Program invites everyone across the state of Mississippi to wear purple on a designated Tuesday in April. Purple symbolizes all branches of the military, as it is the combination of Army green; Marine red; and Coast Guard, Navy and Air Force blue. Purple Up! acts as a visible way to show support and thank military youth for their strength and sacrifices. We hope everyone will take this opportunity to celebrate these young heroes! Be creative....the goal is for military youth to actually see the support of their community! Need some ideas to get you started?

- Ask your local, regional, state, and federal officials to wear purple on the designated Tuesday in April.
- Invite news and media outlets to write a story about Purple Up! For Military Kids
- Involve schools, sports teams, youth organizations, clubs, afterschool programs
- Engage fraternal organizations, social clubs, and Rotary groups
- Request local businesses to post a Purple Up! message on their roadside signs
- Ask stores and restaurants to put a Purple Up! flyer in their business window
- Suggest companies and businesses ask their employees to wear purple
- Invite coworkers, as well as members of your spiritual community, exercise class, or golf league to join you in showing support for the military youth in your town by wearing purple on the designated Tuesday in April.
- Resource Contact Person: Dr. Rae Oldham, Extension Professor, 4-H Youth Development: Box 9641, MS State, MS 39762

*Chair must prepare a written report with four (4) copies for January board meeting.*

## Recommendations for Fashion Revue

MHV encourages members to reap some of the many benefits of clothing construction and teaching others to sew by conducting a county fashion revue. We encourage county winners to participate in the area and state fashion revue, however *entries will not be judged at the State level. Registration fees for state council must be paid by fashion revue participants even though they may be coming only to model. Only one garment per member may advance to the State level.* Only the clothing worksheets (Clothing Construction Entry Form, Clothing Selection Entry Form Score Cards, Summary of County Fashion Revue sheets and Summary of Area Revue sheets) that are found on the MHV website (<http://extension.msstate.edu/mhv>) will be accepted. If any other forms are used, the entry will be disqualified at the county, area, or state level.

After the County Fashion Revue, the County Council President is to send the "Summary of County Fashion Revue" form to the Area Junior Director prior to the Spring Area Meeting. A date will be decided when the Area plans their Spring Area Meeting. If the Junior Director does not receive the contestant's application and the Summary sheets, participation will be denied.

After the Area Spring meeting, the Junior Director must fill out the "Summary of Area Fashion Revue" form (found on the mhv website: <http://extension.msstate.edu/mhv>) listing the winner, 1<sup>st</sup> Alternate and 2<sup>nd</sup> Alternate in each category. This form MUST be sent to the current State Fashion Revue Chair (name found in current Handbook in Section B) at least two weeks prior to State Council in May. A specific designated date will be announced each year. If the Fashion Revue Chair has not received your county's Summary of Area Fashion Revue form, participation will be denied.

### Judging Clothing Construction Reminders:

- A. For consistency on the county and area levels, garments will be judged on model (except for children's division - display garments only) with judges (three is recommended) having an opportunity to look at some of the construction. For consistency in judging, a scorecard is to be used for county and area levels. Contestant's garment should be judged on its own merit and must be blue ribbon quality in order to advance to area level for judging and for modeling only at the state level.
- B. All blue ribbon winners on the county level may advance to the Area Spring Fashion Revue. The overall winner in each category from the Spring Area Fashion Revue will model at the State Council Fashion Revue. First and second alternates will be determined in each category in the event that the overall winner cannot participate in the State Council Fashion Revue. In the event a contestant is the overall winner in more than one category at the area level, he/she must choose one category only to proceed to the State Level.
- C. All fashion revue entries must be constructed since last MHV State Council Meeting.
- D. Only current MHV members must make all garments. The MHV member who made the garment or the person for whom it was constructed may model entries provided they meet the age requirements.
- E. Garments at County & Area Meetings will be judged according to these factors:

### Clothing Construction (Woven Fabric or Crocheted)

- 1. Fabric is appropriate for garment style
- 2. Design is flattering to model's figure and body type
- 3. Garment fits well.
- 4. Seams are smooth and free of puckers

5. Hem is level and stitches are invisible
6. Construction quality is good (zippers, collars, etc.)
7. Garment is clean and pressed properly
8. Model is well groomed
9. Accessories are becoming to outfit

#### Clothing Selection

1. Appropriate to occasion for which it was purchased
2. Suitability to body type
3. Fit of garment
4. Does price reflect construction quality?

#### Clothing Construction Categories

1. Children's Division – Clothing on Models
  - a. 8 - 12 years
    - Dressy
    - Casual – Sportswear
  - b. 13 – 18 years
    - Dressy
    - Casual - Sportswear
2. Children's Division – (clothing on display – male and female - Photo of child wearing the garment must be included in display.
  - a. Birth to 3 years
  - b. 4 to 7 years
    - Dressy
    - Casual – Sportswear
  - c. 8 to 12 years
    - Dressy
    - Casual – Sportswear
  - d. 13 to 18 years
    - Dressy
    - Casual – Sportswear
3. Women's Division
  - a. Separates - one single piece of clothing: examples - blazer, blouse, jacket, skirt
  - b. Sportswear - casual or sport clothes: examples – split skirts, wraparounds, shorts tennis outfits, jogging outfits, jumpsuits, pants – purchased top optional
  - c. Suit – coordinating outfits – minimum of two pieces examples: skirt, pants, or dress with matching jacket or blazer – purchased top optional.
  - d. Dresses
  - e. Semi-Formal (party attire, cocktail or tea-dresses)/Formal wear – floor length dress
  - f. Costumes – examples: square dance, all holiday attire
4. Men's Division
  - a. Sportswear – casual clothes – examples: shirts, shorts, tennis outfits, jogging outfits, jumpsuits, pants – purchased top optional.
    - a. Suits – pants with matching jacket or blazer (purchased shirt and tie, optional)
    - b. Formal - Tuxedo

#### II. Clothing Selection:

This division is for manufactured garments that have been purchased. The garment will be judged on buymanship skills at the county and area levels. Only one garment per member may advance in each category. This should be the member's choice.

- A. Women's Division:
  - a. Separates
  - b. Sportswear
  - c. Suits
  - d. Dresses
  - e. Semiformal or Formal
- B. Men's Division:
  - a. Separates
  - b. Sportswear
  - c. Suits
  - d. Formal

All forms needed for the Fashion Revue forms are found on found on <http://extension.msstate.edu/mhv>. Use the Summary Report Form to list the winners.

*Chair must prepare a written report with four (4) copies for January board meeting.*

## Recommendations for Health and Nutrition

Unfortunately, Mississippi has more people, per capita; develop more potentially fatal diseases than anywhere else in this Country. MHV Club Members can help individuals and families become more aware of the need to initiate and support healthy lifestyle changes. This can make positive contributions to wellness, and improve health in our state. Suggested programs and projects MHV Clubs may choose include:

1. The various American Heart Association campaigns such as: Heart Health : “Go Red for Women”; [www.goredforwomen.org](http://www.goredforwomen.org) and [www.americanheart.org](http://www.americanheart.org) coincides with National Heart Month in February. Promote a healthy heart, sponsor heart healthy luncheon, “Go Red” fashion show, special speakers, heart health brochures, etc. Web sites offer numerous ideas and useful information about the heart.
2. “Know Your Numbers for a Healthy Life”. Know your best numbers and taking action to reduce risks of developing heart disease, diabetes, hypertension or other chronic illnesses. Available through your MSU-ES Area Health Agent, and the American Heart Association
3. “Strong Women, Strong Bones” Program - A Fitness Program for Women. A researched exercise series program to improve flexibility, balance, strength, self-esteem and help prevent osteoporosis. Men are also encouraged to participate.
4. “Mississippi in Motion” - County-wide educational health, nutrition and physical activity 12-week program promotes community and team effort and healthy lifestyle choices. Contact your MSU-ES Area Health Agent and the Let’s Go Walking Mississippi (2007 Initiative)
5. New food and nutritional guidelines issued in 2005.  
Go on line to the website, [www.ChooseMyPlate.gov](http://www.ChooseMyPlate.gov) in order to design your pyramid to fit your nutritional needs. This is a project that can be done at MHV Club meetings or Council for leader training. Your Extension Office staff can help print out your “My Pyramid” food needs.
6. Body Walk - New MSU-ES walk-through educational elementary program to teach healthy food choices, nutritional and physical activity needs. MHV members are encouraged to help with this program when it comes to your county.
7. Cancer Awareness Programs - For both men and women focusing on HPV Cervical Cancer and Prostate Cancer prevention. Area Health Agents, American Cancer Association, and various Health Care Providers can help provide information and/or programs.
8. Diabetes Education - Learn early detection signs, symptoms and coping skills as well as focusing on juvenile diabetes. Area Health and Nutrition & Food Safety Agents, local Health Care Providers, dietitians, etc. can help provide information and programs for your MHV.
9. Cautions concerning over-the-counter supplements and medicines:  
“How to Talk to Your Pharmacist” – video, “Just Take Five” - videotape series  
Available from Audio Visual Department - MSU - ES

### Resources:

MSU-ES Area Health Agents, Area Nutrition and Food Safety Agents - contact you  
County Extension Office for contact information. Carol Ball, Extension Associate, Box 9611,  
Mississippi State, MS 39762; Phone: 662-325 0623; e-mail: [carolb@ext.msstate.edu](mailto:carolb@ext.msstate.edu)  
[www.preventcancer.org](http://www.preventcancer.org)

Report & Award Procedure: Report books must be prepared using Form 1003 and guidelines - “MHV Guidelines for Education Report Book” found on the MHV website (<http://extension.msstate.edu/mhv>). Health & Nutrition Education Chair must prepare a written report with four (4) copies for January Board meeting.

## Recommendations for Historical

1. Historical records, like membership and service awards need to be retained at the county level.
2. Each county MHV club will maintain their applicable records. Each county historical chairperson will send the state historical chairperson (name and address found in Section B of the Handbook under Standing Committee) copies of these records every six months. The MHV club president is required to make an annual report of the activities of their club. She will share this report with the county historical chair for her records. Either the president or the county historical chair is to send this report to the state historical chair.
3. The chairperson and committee members will serve until they request to resign. The Historical Committee is as follows:

Vivian Moore - Capital Area

Novella Griffin – Coastal Area

Judy Spurgeon – Eastern Area

Rose Diamond – North Central Area

Gloria Mixon – Northeast Area

Charlotte Purnell – Northwest/Delta Area

Ruth Hill – South Central Area, Chairperson

Lillian C. Edney – Southwest Area

*A special “thank you” to Mrs. Sallie Smith, Past President from Wilkinson County, for the work she has done over the years as Historian. She has passed it on to Ruth Hill, Past President from Covington County, to finish. A deep felt thanks to Sallie Smith.*

*Chair must prepare a written report with four (4) copies for January board meeting.*



## Recommendations for International

MHV club members can work with homemakers of the world to promote peace, friendship and international understanding.

1. Encourage members to distribute Extension publications in other languages. The MHV Brochure has been translated in Spanish: *Mejorando la Vida de la Familia y de la Comunidad*
2. The eye glass/sun glass program sponsored by the Lion's Club. Please send the glasses to the Lion's Club State Office, 5455 Executive Place, Jackson, MS 39206, Phone: 601-366-5112 or give them to the Family and Consumer Sciences Agent in your local county. Keep a record of your county's contribution in your MHV Council Record Book.
3. "Samaritan's Purse" International Relief Program, a non-profit Christian organization sponsored by Rev. Billy Graham's son, Franklin Graham, P.O. Box 3000, North Carolina, 38607-3000; phone (800) 665.2843; email: [www.samaritanspurse.org](http://www.samaritanspurse.org). Please call or write for a brochure to see what type of donation your club could make: a goat, beehive, a well, etc.
4. Encourage members to participate in the making or buying of canvas tote bags for international children hospitalized at Bair Children's Hospital to carry their belongings. Contact your local Extension office for the tote bag pattern.
5. International Month – October. Study the culture and history of at least one country of your choice during October. You may study as many countries as your members may want, but report on one.
6. Invite International speakers to conduct culture and cooking programs to members and the public. Encourage programs and educate individuals on the culture and lifestyles of different countries.

International Clothing Project – Encourage members to participate in this project by making sleeveless, collarless, A-Line dresses for the girls plus shirts and pants for the boys so they can attend school. Any country in need can be sent these clothes. Keep a record of your county's contribution for your Secretary's Record book. Send or give these items to Marilyn Bailey, Coastal Research and Extension Center, throughout the year. *Chair must prepare a written report with four (4) copies for January board meeting.*

### Resources:

International Department, Wise Center, Mississippi State University, Phone 662-325-3006; Local Libraries; Travel Agencies; Internet

Report/Award Procedure: Report book must be prepared by using "MHV Guidelines for Education Report Book", found on H-34 Section in this book.



## Recommendations for Membership

The membership program for MHV should include the recruitment of new members, the retention of current members, and the reclamation of former members. Membership efforts should include information about MHV opportunities and should strive toward better public awareness.

### Suggested Programs and Projects:

1. Promote leadership activities.
2. Promote State MHV week during the 4<sup>th</sup> week of April. . All clubs need to use MHV week to promote membership recruitment. Membership drive suggestions are to conduct various activities such as teas, fairs, workshops, etc. Each county can make MHV flyers, posters of MHV activities, etc. and distributed throughout the county to promote MHV. We no longer want to be the best kept secret.
3. Promote MHV opportunities with window displays, educational booths and other promotional materials.
4. Observe public awareness month through the use of mass media.
5. Use past-membership rolls to locate and reclaim members
6. Use special activities to reach young homemakers, former 4-H members, and other diverse groups.
  - a. Promote family fun day activities-sports, crafts, and games (traditional/nontraditional)
  - b. Promote most “lost art” activities – sewing, knitting, quilting, crocheting, tatting, chair caning, etc.
7. Present certificates of appreciation and host an appreciation luncheon for MHV supporters.
8. Conduct County and/or Club Awards Programs.
9. Encourage mailbox members. **Mailbox Membership** is defined as follows:
  - A member on an individual basis.
  - Must pay county and state dues.
  - Is encouraged to attend leader training, but if unable to attend, receives education materials by mail.
  - May participate in all state, area, and county activities and events.
  - Cannot serve as a representative on the county council because the council is made up of representatives of individual clubs.
  - Cannot serve as an officer on the county, area, or state level as officers must be a member of a club in good standing.
10. **Members-At-Large** is defined as follows:
  - Must pay State Dues
  - Encouraged to provide leadership on special projects or events
  - Encouraged to serve in the capacity as an advisor by bringing varied and valuable input into discussions
  - May participate in all state, area, and county activities and events.
  - Cannot serve as an officer on the county, area, or state level as officers must be a member of a club in good standing.

11. Promote MHV Clubs by providing high school seniors with information on MHV (at Career Days and other opportunities)
12. Work with local Chamber of Commerce, Welcome Wagons and Realtor Association to promote MHV membership.
13. Encourage special interest MHV clubs within other Extension Programs such as Investment Clubs, Master Gardener, Master Clothing, Home Business, and Health and Fitness
14. Each club member requires state dues of \$6.00. The dues are due by November 1 to the County Office Associate. At least one club member's dues must be sent to the State Treasurer by Dec. 1 in order to have a voting delegate at State Council.

Report books must be prepared using Form "MHV Guidelines for Education Report Book" on the <http://extension.msstate.edu/mhv> website.

*Chair must prepare a written report with four (4) copies for January board meeting.*

## Recommendations for Nominating Committee

1. An updated Personal Data Sheet must be completed every year including all required signatures and comments.
2. One copy of the Mississippi Homemaker Volunteers Personal Data Sheet is to be brought to the **office of the local County Extension office**. The County Director will sign it and have the County Council President to sign it. The County Director will send the completed Personal Data Sheets to the **Extension Associate** (see page 79, Section H for address) by **March 1** with a copy sent to the state **nominating chair** and to the current **state president**.
3. The chair of the Nominating Committee is to be appointed by the Mississippi Homemaker Volunteer President.
4. Members of the current Nominating Committee are **ineligible** for nomination for state elected office.
5. Any person being considered for a state office must have had experience in at least one position as either Senior Director or as a Committee Chair on the Executive Board and have served as an officer on the county level and has been a certified member of a local club for six years.
6. No elected state officer can serve more than **a total of ten (10) years**. (Serving as Area **Senior** and **Junior Director** is *not* included in the ten (10) year total).
7. The president-elect will have the same qualifications as the president. The president-elect will be elected during the president's first year in office and will serve during the president's second year.
8. A candidate for treasurer must have had previous bookkeeping experience and/or training other than County Council Treasurer.
9. Nominating Committee recommends that voting delegate names and addresses be submitted to Associate Director's office by April 1st.

*Chair must prepare a written report with four (4) copies for January board meeting.*

## Recommendations for Public Relations

The goal of the Public Relations Committee is to increase public awareness of the benefits received from Mississippi Homemaker Volunteers through the use of MHV publications, television (video), radio (tape), exhibits, open meetings and personal contacts.

1. MHV state, county, and local public relations chairs are responsible for making Mississippi Homemaker Volunteers information available to the public through various media, as mentioned above.
2. Appoint a public relations chair in each local club and each county council.
3. Provide annual county public relations training workshops for local clubs and one area meeting per year.
4. Publicize MHV special events, community activities and educational programs.
  - a. Place in strategic places such as church bulletins, malls, etc.
  - b. Use free public broadcast such as TV and radio to announce Mississippi Homemaker Volunteer events.
  - c. Distribute publications (free bookmarks) with information about Mississippi Homemaker Volunteers clubs; to be placed in libraries, visitor centers and distribute by hand.
5. Promote good community MHV public relations by planning events and activities to include local media, community leaders, elected officials, school personnel, and chamber of commerce/businesses, County Extension Office and others. When using newspaper clippings, you MUST affix the newspaper name and date.
6. Publicize that the Mississippi Homemaker Volunteers organization does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation or group affiliation, age, disability, or veteran status.
7. Promote Mississippi Homemaker Volunteers Week as designated by MHV State Council – the fourth week of April each year.
  - a. Request a county supervisor or mayor signs a proclamation declaring “Mississippi Homemaker Volunteers Week.” Invite the media to a formal declaration.
  - b. Submit to newspaper a picture of signing of proclamation. Submit article promoting MHV, including a schedule of “MHV Week” activities and events.
  - c. Arrange radio and television interviews during “MHV Week”.
  - d. Research and publicize your local club history.
  - e. Recruit diversity of race and gender in membership.
8. Cultivate a relationship with key person at local media to establish a line of communication for your Mississippi Homemaker Volunteer organization.
9. Report/Award Procedure: All reports are to be sent to the State Public Relations Chair.

### **Report/Award Procedure:**

Report book must be prepared using the Form, “MHV Guidelines for Education Report Book” found on the <http://extension.msstate.edu/mhv> website.

**Report books will not be considered for judging unless the newspaper name and date is affixed to articles**

*Chair must prepare a written report with four (4) copies for January board meeting.*

## Recommendations for Scholarships

All applications for scholarship forms are found in this handbook. Encourage each county MHV council to continue to support the Scholarship Funds through contributions.

All forms submitted must be typed and completely filled out. NA is not an acceptable answer to any of the questions. All applications for scholarships must be on up-to-date forms from the current handbook. Only official transcripts sent in sealed envelopes will be accepted. All applications must be sent through the mail to the current MHV State Program Leader.

### I. **Powell-Gray 4-H Endowment Scholarship**

#### A. Terms of Scholarship

1. The principal of the gift is to remain intact and only the earning of the fund will be available for distribution. The annual spending rate for this award will coincide with the general spending policy for all endowed funds as established by the Mississippi State University Foundation Board of Directors.
2. The scholarship is to be awarded for the fall and spring semesters of each school year on the basis of need, 4-H participation and leadership, academic record, and career aspirations.
3. The recipient is to be selected by the 4-H Scholarship Committee of Mississippi Homemaker Volunteers, Inc.
4. A student who receives this award may reapply for the scholarship the next year.
5. In the event conditions arise which preclude administering the scholarship by the foregoing statement, the administration of Mississippi State University is authorized to use the accrued yearly earnings to benefit some worthy student.

#### B. Qualifications:

1. Applicant must be or have been an outstanding 4-H'er for a minimum of 3 years. Out of state applicants must have been an active 4-H member in Mississippi for 2 years to apply. 4-H records must be verified.
2. Applicant must have completed requirements for high school graduation or have started college work or higher education. The 4-H'er must have at least a "C" average to apply.
3. Scholarship is to be awarded for use at Mississippi State University and its branches. (Not restricted to any major.)

#### C. Completed applications include:

1. 4-H applications (found in this book) must be postmarked no later than April 1st of the current year and be filled out on the current form found on the MHV website.
2. Scholarship application form must be signed by the applicant, parent(s), Extension 4-H Agent or Extension County Coordinator (Do not send 4-H Record Book.)
3. A transcript of high school and/or college credits.
4. Letters of recommendation from three (3) persons other than relatives who know applicant well, as to character, ability to do college work, and need for financial assistance. The recommendations should be submitted to the Extension 4-H Agent or Extension County Coordinator. It will then be forwarded to the Associate Extension Director's Office to determine eligibility. The applications will then be forwarded to the MHV Scholarship Committee Chair and members.
5. A summary of 4-H activities for all years of 4-H work. (Do not send 4-H Record Book.)
6. Applicant must include a summary of leadership experience in 4-H, church, and community activities.

7. Incomplete applications will be disqualified.
8. The term “unavailable” is not considered an acceptable answer.
- D. The Criteria for Judging Program of Work Award Entry (Form 1002) explains that all applications will be evaluated based on the following:
  1. Need - 50 percent
  2. 4-H participation and leadership - 20 percent
  3. Academic record - 20 percent
  4. Career aspirations -10 percent

5. **MARILYNN PURDIE SCHOLARSHIP**

A. Terms of Scholarship:

1. The principal of the gift is to remain intact and only the earning of the fund will be available for distribution. The annual spending rate for this award will coincide with the general spending policy for all endowed funds as established by the MSU Foundation Board of Directors.
2. The scholarship is to be awarded for the fall and spring semesters of each school year on the basis of need, academic records, and career aspirations. The scholarship is to be awarded for use at Mississippi State University and its branches before the following fall and spring semesters.
3. The recipient is to be selected by the MHV Scholarship Committee. The chair is to be appointed by the President.
4. A student who receives this award may reapply for the scholarship the next year.
5. In the event conditions arise that preclude administering the scholarship by the foregoing statement, the President shall appoint a committee to establish guidelines for this scholarship.

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B. Qualifications:

1. An applicant must have completed requirements for high school graduation or have started higher education. An applicant must have at least a “C” average in all completed course work to apply.
2. The scholarship is to be awarded for the following fall and spring semesters of each school year, without restriction to a particular field of study. The major considerations are financial need, academic record, and career aspirations.
3. Applicant who receives this scholarship may reapply for the next year.
4. Preference will be considered for applicant who is single head of household. Verify single head of household status by providing income tax information sheet.
5. Applicant must be a member, child, or grandchild of a Mississippi Homemaker Volunteer with five (5) years of membership prior to the application.

C. Applications:

1. Application must be typed and postmarked no later than April 1st of the current year:
  - a. Completed application form signed by the applicant
  - b. A transcript of high school and/or college credits
  - c. Letters of recommendation from three people other than relatives who know applicant well, in reference to character, ability to do college work, and need for financial assistance.
  - d. Incomplete applications will be disqualified.

- e. The term “unavailable” is not considered an acceptable answer.
- f. Applications will then be submitted to the Associate Director of Extension office to determine eligibility. Copies will then be forwarded to the committee members. Committee will meet State Council to evaluate and select recipient by way of Interactive Video Conference.

3. **Endowment Scholarship**

A. Terms of Scholarship:

- 1. The scholarship is to be awarded for the fall and spring semester for each school year on the basis of need, academic records, and career aspirations.
- 2. The recipient is to be selected by the MHV Scholarship Committee.
- 3. Applicant must be of good character and demonstrate leadership ability and financial need.
- 4. In the event conditions arise that preclude administering the scholarship by the foregoing statement, the President shall appoint a committee to establish guidelines for this scholarship.

B. Qualifications:

- 1. Must be a full-time student at or planning to attend Mississippi State University in the following fall and spring semesters.
- 2. Must be a member, child or grandchild of a Mississippi Homemaker Volunteer with five years of membership **prior to application**.
- 3. Applicant must be of good character and demonstrate leadership ability and financial need.
- 4. Applicant must have completed requirements for high school graduation or must have started college work or higher education. The applicant must have at least a “C” average to apply.

C. Application:

- 1. Application must be postmarked no later than April 1st of the current year.
  - a. Only a typed application will be considered.
  - b. The applicant must sign completed application form.
  - c. Include a transcript of high school and/or college credits.
  - d. Letters of recommendation from three persons other than relatives who know applicant well in reference to character, ability to do college work, and need for financial assistance
  - e. Incomplete applications will be disqualified.
  - f. The term “unavailable” is not considered an acceptable answer.
- 2. Applications will then be submitted to the Associate Director of Extension’s Office to determine eligibility. Copies will then be forwarded to the committee members. Committee will meet during State Council to evaluate and select recipient.

*Chair must prepare a written report with four (4) copies for January board meeting.*

## RECOMMENDATIONS FOR SILENT AUCTION

1. Each county is encouraged to bring a quality auction item designated with a minimum bid. When the minimum bid has not been met a donation equal to the minimum bid entitles the member may take the item back to their County.
2. Each person will be given a bidding number at the silent auction registration table that will be used in place of your name. For MHV and those Registered for State Council, the number will be on their nametags.
3. Each item to be auctioned will have a separate bid sheet.
4. Bids can be accepted on multiple items.
5. Bidder can bid on any item as often as they wish before bidding closes.
6. Bidding on auction items will cease at designated-posted time as determined by Silent Auction Committee and also announced during state council meeting.
7. No item will be removed prior to closing of bids.
8. All items must be paid for prior to claiming item or items.
9. Item or items not picked up by bidder or proxy and not paid for by designated time will go to the next highest bidder.
10. Bidding times will be posted during State Council
11. Bidding should be raised by no less than \$1.00 increments
12. If the items need to be split, the Silent Auction Committee has the right to do so.
13. County name and person or club donating the item should be on item.
14. Individuals may enter items, not just counties.
15. In lieu of gathering items for a large basket, collect like items and place in smaller baskets.

*Monies received from the Silent Action will be put into the general fund of the Mississippi Homemaker Volunteers to help defray State Council costs.*



## RECOMMENDATIONS FOR YOUNG HOMEMAKERS

The goal of the Young Homemakers' programs is to endorse educational programs targeting young families. It is suggested that each county should have a Young Homemaker Chair who will promote and coordinate Young Homemakers' programs and activities. Anyone under age 39 is considered a "Young Homemaker".

### **Suggested Program and Projects:**

1. Survey Young Homemakers to determine their program/project interest areas (see listed below).
2. Conduct programs/projects based on interests. Suggested Program/Projects:
  - a. Healthy foods
  - b. Food safety for children and adults
  - c. Cancer awareness
  - d. Drug, alcohol and tobacco abuse
  - e. First aid training
  - f. Immunizations
  - g. Seat belt safety
  - h. Fire safety
  - i. Bicycle, skateboard, rollerblade, (etc.) safety
  - j. CPR classes
  - k. Conduct & support certified babysitter's training for youth
  - l. Self defense & emergency certification/techniques
  - m. Continuing education
  - n. Neighborhood watch program
  - o. Community volunteers program
  - p. Establish audio-visual community lending library
  - q. Sponsor local library programs (summer reading, story hour, library treats, reading contests, etc.)
  - r. Help support & sponsor tutoring programs in schools
  - s. Financial planning
  - t. Survival tactics – emphasizing the wise use of credit, wills, guardianship, life insurance, investment strategies
  - u. Basic sewing classes for suggested programs/projects
  - v. Home based business
  - w. Internet use and e-commerce
  - x. Conduct at least one countywide Young Homemakers' workshop

### 3. **Recruiting Suggestions:**

- a. Survey members to find out where young homemakers' interest lie
- b. Special interest project
- c. Newlyweds and new parents packets
- d. Start support groups for single parents – male/female
- e. County-wide workshops / Home study courses Educational booth designed for general public – with special emphasis on the younger people in a public place to recruit as younger members
- f. Survey home schoolers and their families for interest in MHV

### 4 **Target Groups**

- a. Parents (Head Start, day care, area schools, churches, Sunday School Classes)
- b. Mailbox membership (MHV)
- c. Video membership (Membership obtained through viewing leadership tapes and paying membership fees, but will not be able to hold a position due to the fact they do not belong to a club)
- d. Home school association (in-home school training)
- e. Apartment complexes, housing projects
- f. Industries (factory workers)
- g. College campuses
- h. Young retirees

#### **Resources:**

Extension Family Resource Management Area Agents MSU-ES Family and Consumer Sciences Specialists

MSU-ES Audio Visual Library

Farm Bureau – Safety Department

#### **Report/Award Procedure:**

Report books must be prepared using form on <http://extension.msstate.edu/content/forms-mhv>, "MHV Guidelines for Education Report Book".

*Chair must prepare a written report with four (4) copies for January board meeting.*

#### Years of Service Pins

##### Five Years

Cathy Clearman – Lauderdale County

Robin Doerner – Lauderdale County

##### Ten Years

Cathy Clearman – Lauderdale County

Robin Doerner – Lauderdale County

Vivian Moore – Leake County

##### Fifteen Years

Cathy Clearman – Lauderdale County

Robin Doerner – Lauderdale County

Lillian Clark Edney – Adams County

##### Twenty-five

Kenneth E. Stanton, Sr. – Adams County

##### Forty-five

Fay Alderman – Leake County

Rae Clarke – Lauderdale County

#### Outstanding Council Secretary Record Books

Capital Area – Leake County

Eastern Area – Kemper County

North Central – Calhoun County

Northeast – Marshall County

Northwest/Delta – Bolivar County

South Central – Newton County

Southwest – Amite County

#### Extension Awards for Outstanding Support of MHV

Capital Area – Anita Webb, Scott County

Coastal Area – LaQuantia Grace, George County

Eastern Area – Ruby Rankin, Kemper County

North Central – Ontenncia Boclear, Carroll County

Northeast – Romona Edge, Itawamba County

Northwest/Delta – Shanna Taylor, Coahoma County

South Central – Elizabeth Kilgore, Smith County

Southwest – Penny Rachal, Adams County

**Mississippi Homemaker Volunteers, Inc.**

# **GUIDELINES**



**Revised May 2014**

The Executive Board of Mississippi Homemaker Volunteers, Inc. (MHV) is composed of the following officers, directors and chairs. The length of the term of office is two years.

- ☆ President
- ☆ President-Elect (serves second year of the President's term)
- ☆ First Vice President (Chair of Program of Work)
- ☆ Second Vice President (Public Policy)
- ☆ Secretary
- ☆ Treasurer (Budget Committee Chair)
- ☆ Parliamentarian (Credentials Committee Chair)
- ☆ Eight Area Senior Directors
- ☆ Education Chairs (Program of Work Committee)
- ☆ Standing Committee Chairs (Program of Work Committee)
- ☆ Special Events Coordinator\*

1. The Executive Board and Program of Work Committee generally meet three times a year, immediately before State Council Meeting, immediately after State Council Meeting and Mid-Winter Board Meeting (in January). Officers, directors and chairs report on activities in progress, completed or planned. The Program of Work Committee formulates plans and programs for the State Council Meeting and the Mid-Winter Board Meeting during interactive video conferences held throughout the year
2. The Program of Work Committee meets one additional time during the year. Committee members and Extension Agent Advisors determine whether this will be a fall meeting for training or an early spring meeting.
3. The nominating committee must meet at least 45 days prior to State Council Meeting. All officers, chairs, and directors assume their duties on July 1 of the year following their election or appointment.
4. Expense reimbursement for board members to Mid-Winter Board Meeting:
  - a.) Travel to be the same as MS State University Extension reimbursement
  - b.) Meals – not to exceed \$15 per meal or \$15 per day (except special meal functions). This shall include reimbursement for lunch on day one, breakfast, and lunch on day two.
  - c.) Lodging reimbursed in the amount of usual charge for dormitory room. If the Midwinter Board is held in Jackson, MS, the MHV member will be reimbursed ½ double room rate. If the member chooses to have a private room or invite a guest, she/he will be expected to pay extra charges incurred.
  - d.) Stamps and other expense for committee chairs, not to exceed prorated share of amount designated in budget.
  - e.) Expense reimbursement for board members to State Council and related board meetings. Board members traveling one hundred or more miles to Mid-Winter Board Meeting or to State MHV Council will be reimbursed for lodging and one meal for the day/night before the meeting.
  - f.) Meetings eligible for expense reimbursement: State Council, Mid-Winter Board, Program of Work, and Nominating Committee (for nomination of MHV state officers). Junior Director shall be reimbursed for State Council and Mid-Winter Board.
  - g.) Minutes of Board Meeting to be mailed to all Board members within 30 days following Executive Board Meeting.
  - h.) Members of Executive Board attend Executive Board Dinner and Voting Delegates Luncheon (if held) during State Council Meeting.

- i.) Board members attend business session of State Council Meeting, but do not have a vote – only voting delegates may vote.
- j.) Area Senior Directors submit itemized expense sheet to the Treasurer. Each area receives \$250.00. The money is to be used for area meeting expenses, travel for area Nominating Committee and other expenses of directors, etc. Refund unused monies to Treasurer by December 1st.
- 5. All MHV officers and committee chairs shall maintain a file of correspondence, records, and materials relating to their office. It shall be transmitted to their successors at the end of their term of office.
- 6. Executive Board Meetings may be attended by the following:
  - a) Executive Board members
  - b) Associate Director, MSUES
  - c) Extension Agents and Extension Associate Sylvia Clark
  - d) Junior Directors without a voice.
  - e) MHV members without a voice, but may be asked to leave if the Board goes into Executive Session.
  - f) Only Board Members are eligible for reimbursement
  - g) No guests are allowed during the Executive Sessions of MHV Board Meetings

*\*Length of term of office may vary.*

## MHV STATE PRESIDENT

The president's job is a most important one, and the MHV club members have shown their confidence in you when they elected you to this office. It's not an easy job, but it is a rewarding one. The President's duties are many and varied. It is important to know the objectives and purposes of Mississippi Homemaker Volunteers, Inc. as he/she plans and directs the meetings of MHV and the Executive Board. It is imperative to be aware of the needs and interests of the individual members, and always remember that the president does not run the organization alone. Call on the other officers, directors, committee chairs, and your advisors for assistance and advice. They should be involved in planning the programs and activities and kept informed of your activities.

1. Know and understand the purpose and the objectives of the MHV organization and interpret this to others.
2. Study the MHV Handbook and adapt recommendations to the needs of your state/county club.
3. Notify the First Vice-President if you are going to be absent. Keep First Vice- President current on organizational details.
4. Delegate details of all activities to some person or committee.
5. Preside at State Council opening sessions, business meetings, and any other sessions that the Program of Work Committee designates. Follow parliamentary procedure, using most current Robert's Rules of Order.
6. Prior to State Council Meeting, write to all Executive Board members and inform them of business that will be coming up. Instruct them to bring to the meeting their handbooks, copies of the minutes, and any other materials deemed necessary. Instruct committee chairs to contact their committee members and plan for their meetings. Remind the chairs to study the guidelines. Inform them that reports or plans will be called for in the Executive Board Meeting.
7. Preside at Executive Board Meetings at the beginning of State Council, at the close of State Council, and at Mid-Winter. Give a report of your activities to the Executive Board at the meeting prior to State Council.
8. Write letters of invitation to special guests for Executive Board dinner at State Council, if there is one. This includes Extension Directors and their wives or husbands, Extension Specialists who work with MHV, District Program Directors, keynote speakers, and other guests deemed appropriate to the occasion.
9. Appoint MHV Program of Work Committee and Standing Committee chairs. Study the personal data sheets carefully in making the appointments.
10. Involve the President-Elect in all organizational activities, so the President-Elect may learn the responsibilities of the office of President.
11. Assign duties to officers and chairs that will aid them in performing the duties appropriate to their office.
12. Serve as ex-officio members of all committees except the Nominating Committee.
13. Send copies of correspondence to your Extension Leadership Development Area Agent.
14. Your County Director, Extension Leadership Development Area Agent, and State Leader for Family & Consumer Sciences have responsibilities to help you conduct the State Council program. Call on them for assistance.
15. Keep a file of letters and other materials of your office and give it to the incoming president when your term expires. Help him/her to learn the duties.
16. Shall be bonded.
17. Act as Registered Agent for organization with Office of Secretary of State, Mississippi.

*NOTE: The state MHV organization is in good standing with the Internal Revenue Service as long as the income does not, in the majority, come from interest on saving accounts.*

Len Martin, Attorney  
MHV Legal Counsel

## **MHV STATE PRESIDENT-ELECT**

1. A candidate for this office must meet the same qualifications as those specified for the President.
2. A nominee shall be selected by the Nominating Committee in even years along with the nominees for Second Vice President, Secretary, and Parliamentarian.
3. Will serve for a one-year term during the President's second year in office.
4. Shall sit in on MHV Executive Board Meetings. She/he shall be an observer only, without vote or voicing of any opinion. This is to be considered as a training period, in preparation for serving as MHV President for the next two years.
5. Expenses shall be paid to those state/area meetings attended with the President, including Executive Board Meetings and State Council Meetings.
6. Any correspondence deemed necessary shall be sent to Extension Agent Advisors.

## **MHV STATE FIRST VICE-PRESIDENT**

No position in MHV is more important than that of the First Vice-President. You are chair of the Program of Work (POW) Committee, which is appointed by the President, and that means you lead in the development of programs at state, county, and club levels.

1. Know and understand the purpose and objectives of the organization and interpret this to others.
2. Study recommendations of MHV and the POW Committee.
3. Be prepared to preside at State Council and other meetings in the absence of the President. Know parliamentary procedure. Keep current on all business, programs and events that need to be brought before MHV.
4. Be alert for program ideas from various sources and names of resource persons. These could include newspapers, magazines, craft and art catalogs, members of other clubs, keep them on file for use in program planning. Share your ideas and resources with your committee.
5. Assist other officers and chairs in planning and carrying out any special activities.
6. In case of vacancy of the President, assume the title and duties of President.
7. Send a letter to Program of Work Committee informing them of their responsibility for Mid-Winter Board Meeting (to plan for State Council)
8. Urge Chairs to send copies of reports and other communications to the President and the Extension Associate for information purposes and use in preparing reports.
9. Plan and carry out the State Council program for MHV. Contact all participants immediately after the program is planned and again about a month before the meeting.
10. During State Council see that all who are on each day's program are present and ready prior to time for the program to begin.
11. Work with the President to see that details are carried out as the President wishes for seating at head table for special meetings and meals during State Council.
12. Send necessary correspondence to Extension Agent Advisors.



## **MHV STATE SECOND VICE-PRESIDENT**

1. Serve as coordinator for public policy and leadership development.
2. Serve as chair of any committee established for the promotion of public policy and leadership development.
3. Encourage MHV members to participate in public policy trainings.
4. Assist in developing, coordination, and implementing a state-wide leadership training program for MHV members.
5. Assist in grant writing.
6. Serve as representative to Mississippi Association of Highway Safety Leaders (MAHSL), or appoint a substitute representative, such as Senior or Junior Director.
7. Responsible for providing and distributing refreshments (coffee, water, etc.) in lobby during State Council.
8. Responsible for County Flags for MHV State Council. Assist the Parliamentarian with the Voting Delegates' processional at the First General Session at State Council.

## **MHV STATE SECRETARY**

1. Keep records of all minutes of MHV Executive Board Meetings and sends copies of the minutes to the Extension Agent Advisors within 30 days of the meeting, for distribution to board members and any other interested persons.
2. Ask for written report of all educational and standing committees to attach to the minutes in the Secretary's file.
3. Give the President a list of any unfinished business before the meeting.
4. Maintain minutes and other official papers as a record of MHV historical data.
5. Keep a current list of names and addresses of the Executive Board members. Do not give or lend the list for any purpose whatsoever except on consent of the Executive Board.
6. Perform other secretarial duties as assigned by the President and/or Executive Board. (Study guidelines for county and club secretaries for detailed instructions.)
7. Keep a list of committee members attending each committee meeting at State Council. This is needed for awards verification.
8. File annual reports as required to maintain tax exempt status. Work with MHV Treasurer in preparation of reports.
9. Responsible for ordering and maintaining the supply of MHV stationery.

## MHV STATE TREASURER

1. A candidate for treasurer must have had previous bookkeeping experience and/or training other than County Treasurer. The treasurer shall be bonded.
2. Shall receive all monies paid to MHV and shall carefully account for all transactions and make full report of same to MHV or at any time upon demand of the Executive Board.
3. Collect and acknowledge receipt of dues and funds from counties or clubs. Send reminder on January 1 to those counties not having paid by December 1<sup>st</sup>. These counties shall receive notice that they have forfeited the voting delegate status for that year.
4. Furnish a list of counties in good standing to Executive Board, MSUES Associate Director, Extension Agent Advisors and parliamentarian.
5. Send checks in the amount of \$250 to each area MHV Senior Director in July for the Fall and Spring Area meetings.
6. Distribute monies only upon order of the President or someone delegated by the President in writing.
7. Present itemized state of accounts at all meetings of the Executive Board and at such times as President shall request.
8. Serve as Chair of the Budget Committee.
9. Work with Extension Agent Advisors on all financial records and reports; give her copies of all correspondence and reports.
10. The treasurer shall be bonded and serve as chair of the budget committee. The books shall be reviewed at the end of the treasurer's term by a committee of two (2) past presidents and one past treasurer unless there is a reason for a review during the treasurer's term. The most recent past president shall serve as chair of the committee. The internal audit should be in a time frame for the review between Mid-Winter Board and State Council.
11. Give a receipt for all monies received. Disbursements are to be made by check.
12. Turn over all records, cancelled checks and check stubs to incoming Treasurer.
13. Give each Executive Board member several copies of the expense sheet and instructions at board meetings.

*NOTE: The state MHV organization is in good standing with the Internal Revenue Service as long as the income does not, in the majority, come from interest on saving accounts.*

Len Martin, Attorney  
MHV Legal Counsel

## **MHV STATE PARLIAMENTARIAN**

1. Study and understand most current Robert's Rules of Order. Have a copy available during all business meetings and be ready to answer all questions that should arise. A copy of the current Robert's Rules of Order shall be provided by MHV, Inc. at the time of installation.
2. Shall receive a list of counties in good standing from the MHV Treasurer.
3. Request names of county Voting Delegates from the Leadership Development Area Agents. Verify their eligibility from the Treasurer.
4. Certify to the President those counties eligible to have Voting Delegates.
5. With your committee, check badges at all sessions. Take up tickets at all ticketed events such as banquets and paid entertainment. Ask the Past Presidents' Committee to assist when needed.
6. Parliamentarian serves as chairman of the Credentials Committee which meets during State Council and draws up recommendations for county and clubs.
7. The Parliamentarian and Credentials Committee are in charge of the processional for the first general session at State Council with the assistance of the Second Vice-President.
8. See that seats are reserved for county Voting Delegates and Executive Board members in the meeting room at State Council.
9. Reserve seats for award recipients at the Awards Program at State Council.
10. Give oral reports at Mid-Winter Board Meeting on number of counties in good standing, number of clubs and members, with written copies for President, Secretary and Extension Agent Advisors.
11. Send copies of all lists and correspondence to Extension Agent Advisors

## MHV STATE PROGRAM OF WORK COMMITTEE

The MHV Program of Work Committee is made up of the Education Committee, the Standing Committee Chairs and the Elected Officials.

1. Work in close cooperation with and under the guidance of the First Vice-President in developing a plan of work.
2. Attend Mid-Winter Board Meeting to plan the State Council program. Give an oral report at Executive Board Meetings on work being done in appropriate program areas, with four (3) written copies of reports for President, MSUES Associate Director and Extension Agent Advisors.
3. By **March 15<sup>th</sup>** use the **Award Report Form** to notify Extension Agent Advisors and State Awards and Recognition Chair of the names of the winning counties and chairs submitting the reports. By **April 1<sup>st</sup>** have the county reports judged and 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place winners selected in each education focus area, or other applicable area. No Chairman or Committee Member is permitted to judge the entries or enter a report in their committee area. The certificates will be presented to the winners at State Council.
4. Education and Standing Committee Chairs are to meet with their perspective committee by way of Interactive videoconferences by **April 1<sup>st</sup>** to develop recommendations for program issues. Utilize recommendations made by Extension Agent Advisors and other MHV members and chairs in determining these issues. Utilize committee members in determining recommendations before State Council so these recommendations can be submitted and voted on during the Voting Delegates meeting at State Council.
5. Present the recommendations at the Voting Delegates (business) meeting. Be ready to answer questions or explain recommendations.
6. Participate in all interactive videoconferences throughout the year and at Executive Board Meetings held in Jackson (Midwinter Board) and at State Council.
7. Encourage county chairs to study and implement programs based on recommendations in MHV Handbook, staying in touch with county chairs by phone and letter during the year. Contact the County Council presidents for the names and addresses of local club chairs.
8. Plan and conduct workshops, conferences, or other assignments at MHV area or state meetings as needed. It is suggested that each chairman provide a suggested speaker or resource person for State Council as well as assist in getting sponsorship for their committee.
9. Following State Council, send thank-you notes to workshop participants, and any others who assisted.
10. Send a copy of all mailings to the State President and Extension Agent Advisors for their information.
11. Maintain a file of letters, materials and information, and names of resource persons relating to your appropriate area of work.
12. Send a copy of duties of office and copy of files of pertinent data to successor. Each outgoing chairperson is to write a report about what has been done in their committee and give it to the incoming chairman to be presented at the January Midwinter Board meeting.

## **MHV STATE SCHOLARSHIPS CHAIR**

1. Serve as chair of the Scholarship Committee, which shall prior to State Council by Interactive Video Conference to make and/or revise recommendations.
2. Acknowledge memorial gifts, both to the donor and the family of the one memorialized.
3. Arrange for recipients of the scholarships to speak at State Council if possible.
4. Coordinate with Leadership Development Area Agents to notify all County and the four (4) Heads of the Regional Research and Extension Centers of the availability of the scholarships and the awards available.
5. Receive completed scholarship applications of qualified applicants and forward copies to committee members for review before State Council.  
Select the recipient(s) at Scholarship Committee meeting and notify the Leadership Agent.
6. Notify all applicants of results.
7. Coordinate with Extension Associate to have monies placed in student's account through the MSU Foundation Office by **August 1st**.
8. Send necessary correspondence to Extension Associate.

## **MHV STATE PAST PRESIDENTS COMMITTEE**

The Past Presidents' Committee serves to keep leaders who have served faithfully well involved in ongoing activities of MHV and to use their expertise in current programming. The "motto" for this committee is to "take care of things that are necessary for a successful State Council that are not the responsibility of another committee or individual." They are the capable and able assistant of the Executive Board and advisors. They serve where and when they are needed.

1. Made up of past presidents with the immediate Past President serving as chair.
2. Provide floral arrangements during State Council at podium for general meetings, the Executive Board dinner, and the Voting Delegates luncheon. (The same arrangements may be used for more than one occasion and the dress revue.)
3. Provide hostesses for all special guests (contact President for a list of guests). Coordinate with President for transportation of guest.
4. Offer committee services for the Awards Program.
5. Assist Credentials Committee with processional if needed.
6. Be available to all committees for any assistance needed.
7. Be responsible for door prizes for dinners, luncheons, and workshops, if used.
8. Send copies of all correspondence and lists to the Extension Associate.
9. Past Presidents will receive travel reimbursement at ½ the rate to State Conference.

## **MHV STATE NOMINATING COMMITTEE**

1. The Nominating Committee chair shall be appointed by the President. It is recommended that the chair be a person who has served on the Nominating Committee or is in another position of leadership. The chair shall hold a meeting of the Nominating Committee to draw up a slate of nominees selected from personal data sheets.
2. Elected officers are President, President-Elect, First Vice-President, Second Vice-President, Secretary, Treasurer, and Parliamentarian. Each will serve a two-year term, except for the President-Elect who serves only a one-year term.
3. The President, First Vice President and Treasurer will be elected in odd years and the President Elect, Second Vice President, Secretary and Parliamentarian will be elected in even years.
4. A candidate for any state office must have previously served as an elected officer of a county in good standing at the time of nomination. The candidate must also have served on the MHV Executive Board. A candidate for President must have served as county elected officer and have previously served as an elected MHV officer for two or more years. The candidate should have been active on the MHV Executive Board within the past six years. (Junior and Senior Directors are Area Officers.)
5. A candidate for Treasurer must have had previous bookkeeping experience and/or training other than County Treasurer.
6. A person nominated for any state office must have a current data sheet on file in the Associate Director's office. They must be certified as a member of a local club at the time that their names are submitted and for two years prior to that time. A member of the current Nominating Committee is not eligible for nomination for a state elective office. No elected state officer can serve more than a total of seven years and cannot hold the same elective office for any two terms.
7. Send all correspondence and information to the Extension Associate.

## MHV STATE AWARDS AND RECOGNITION CHAIR

The Awards and Recognition Committee honors those members who have carried out the best programs in the state and who have served in leadership positions. The Committee makes plans for the presentation of awards during State Council.

The awards that are given at State Council can be found in the MHV Handbook. All other awards, including 25-year service pins, are sent to County Director to be presented at county award functions.

1. Secure names of education and standing committee award winners from Education Committee and Standing committee chairs.
2. Secure names of other award winners from judges of the contests.
3. Submit names of winners of sponsored contests to sponsors; invite sponsors to attend the Awards Program and present the awards.
4. Receive applications for service and jeweled pins from counties: verify eligibility of applicants. Order pins. Keep a small supply of 25 and 50 year pins on hand.
5. Submit a list of all award winners by **April 8<sup>th</sup>** to the Associate Extension Agent in Bost Building for printing by MS State University in order to meet their printing deadline by **April 22**.
6. Cooperate with the MHV program of Work Committee in planning the Awards Program. Contact all participants. Remind Education Committee chairs and County Directors to notify you if some winners will not be present.
7. Remind recipients of awards presented by sponsors to write a letter of appreciation.
8. Obtain special awards.
9. Conduct Awards and Recognition Recommendation meeting with committee by Interactive Video Conference and/or by telephone during the month of February. Review eligibility requirements for awards. Revise application for pin award forms at this time. Study the Award Certificates and make recommendations for its use or need for revision.
9. The State Awards Chair will be in charge of all Awards money received. The State Awards Chair will report all financial reports in the same manner as the State Treasurer.

## MHV AREA SENIOR DIRECTOR

Each area shall have a Senior Director. The Senior Director will serve a two-year term immediately following a two-year term as Junior Director. The Area Senior Director shall appoint a Nominating Committee to bring nominees to the Voting Delegates at the Area Spring Educational meeting. Voting Delegates from each County will then elect a Junior Director on secret ballot at the Area Spring Educational Meeting.

1. Shall serve as Chair of Planning Committee for Area Fall Leadership and Spring Educational meetings. Planning committee should include Extension District Director – Family & Youth, MHV Junior Director, Leadership Development Area Agent and a MHV representative from each county in the area. The committee shall have the responsibility for contacting speakers, securing facilities, awards, plaques, ribbons, etc.
2. Preside at area meetings and notify all County Presidents of the meeting.
3. Serve as chairman of the Nominating Committee to elect the Junior Director.
4. Prepare ballots for the election.
5. Request a list of counties in good standing in your area from the MHV Treasurer. Only those counties can send a voting delegate to area meetings and State Council.
6. Certify the attendance of the Voting Delegates in the area meeting and at State Council meetings.
7. Serve on the MHV Executive Board and attend the Executive Board meetings. These are to be held immediately preceding and following State Council, and usually in January for the Mid-Winter Board Meeting.
8. Make a report on area activities at board meetings. Information for the Mid-Winter Board meeting should include a report of the Fall Leadership meeting. The report for the State Council Board meeting should include information obtained by contacting County Presidents and highlights of the Spring Educational meeting. Make copies of the report for the MHV President and Secretary, Leadership Development Area Agent and the District Director's file.
9. Encourage counties and clubs to have their members to complete and to turn in personal data sheets. Only those members with current personal data sheets on file will be considered for state or area officers or committees.
10. Collect and handle any monies in the area Treasury. The State MHV Treasurer provided he/she has received the **Attendance Report Form for Area Meetings** and the **Bi-Annual Account Form** after the **fall and spring area meetings**. The treasurer will send a check each **July** for **\$250.00**. Any monies not used at the end of the year (**June 30<sup>th</sup>**) shall be refunded to the State Treasurer no later than **July 1st**. Use the **Senior Director Fund Guidelines** to determine how this money can be spent.
11. Stay alert for program ideas and make suggestions for them to the First Vice-President who is the chair of the Program of Work Committee, and also state, area and county extension staff.
12. Keep a file to pass on to your successor. If possible, meet with him/her to explain the duties of the office.
13. Communicate by letter with County President all pertinent information on matters of program and policy.
14. Send all information and correspondence deemed necessary to Associate Extension Agent located in Bost building. Send copy of area attendance roster to Treasurer, Extension County Coordinator and Associate Director's Office.



## **MHV AREA JUNIOR DIRECTOR**

Each area shall elect a Junior Director who will serve a two-year term. Junior Directors will automatically move up to Senior Director at the end of their term. Junior Director Candidates will be presented during the Area Spring Educational Meeting. Voting Delegates from each area will elect a Junior Director by secret ballot. Junior Directors shall not be members of the Executive Board. Responsibilities are as follows:

1. Serve on the Planning Committee with their Senior Director for Area Spring Education and Fall Leadership meetings.
2. Serve as secretary for the area and keep a file of information to pass on to the incoming Junior Director.
3. Will be responsible for taking the minutes of the Area Meeting which needs to be provided to the banks when elections occur. All correspondence deemed necessary shall be sent to the Associate Extension Agent in Bost building.
4. Responsible for registration at State Council.
5. Give the total number of delegates from your area to the presiding officer at the last general session of State Council.
6. Shall sit in on business sessions at State Council without vote or voicing any opinion.
7. Responsible for Fashion Revue at Spring Area MHV Meetings.
8. Follow the Checklist for Conducting an Area Meeting found on the MHV website.

## VIDEO CONFERENCE GUIDELINES

1. Ask the local office staff if the microphone is on or off when the light is red. Not all audios work the same. The videoconference is audio driven. If several sites have their mikes on the quality of the picture and audio is compromised. Keep the microphone muted. If your mike is off, in the lower left hand corner of the screen there will be a picture of a microphone with a red circle around it and slash through the circle. Microphones are sensitive and can pick up conversations across the room or down the hall. Unless you are speaking, keep the microphone turned to the “off” position.
2. Turn cell phones off because they can cause static even if they are on “silent”.
3. MSU scrolls through all the sites that are participating in the conference. You may be on screen at any time.
4. If several people are at one site it is a good idea to have a facilitator. This person can make comments from the site or alert the chairperson to the fact that someone at that site wishes to speak.
5. The chairperson needs to call on a county or an individual to speak, rather than asking if there are any comments from the open floor. This still allows those with a valid comment the opportunity to speak.
6. The chairperson needs to ask if there are any opposed rather than all those in favor.
7. If a motion is made from a site, the motion needs to be written, read as written and at the end of the videoconference faxed to the home county of the MHV State Secretary.
8. Please remember that this is an Executive Board meeting. Only Board Members have a voice and a vote. Cooperate with your local Extension Office following their guidelines for the booking of the videoconference.

## ***Mississippi State University Extension Advisers***

### **Associate Director**

Dr. Paula Threadgill

662-325-3032

MSU-ES Box 9644

662-325-8407 (Fax)

Mississippi State, MS 39762

### **Associate Extension Agent**

Sylvia Clark

Family and Consumer Sciences

Phone: 662.325.1696

Box 9644

Fax: 662.325-8254

Mississippi State, Mississippi 39762

sclark@ext.msstate.edu

Please check the MHV web pages at [extension.msstate.edu](http://extension.msstate.edu) for all forms, a copy of the calendar, and the current handbook.

MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE		
COUNTY	ADDRESS	PHONE NUMBER
Adams	75A Carthage Point Road, Natchez, MS 39120	601-445-8201
Alcorn	2200 Levee Rd, Corinth, MS 38834	662-286-7755
Amite	185 Irene Street, Liberty, MS 39645	601-657-8937
Attala	P.O. Box 160, Kosciusko, MS 39090	662-289-5431
Benton	P.O. Box 158, Ashland, MS 38603-0158	662-224-6330
Bolivar	P.O. Box 1678, Cleveland, MS 38732	662-843-8361
Calhoun	121 Parker St, Pittsboro, MS 38951	662-412-3177
Carroll	P.O. Box 59, Carrollton, MS 38917	662-237-6926
Chickasaw	415 Lee Horn Dr., Suite 4, Houston, MS 38851	662-456-4269
Choctaw	P.O. Box 370, Ackerman, MS 39735	662-285-6337
Claiborne	P.O. Box 529, Port Gibson, MS 39150	601-437-5011
Clarke	P.O. Box 109, Quitman, MS 39355	601-776-3951
Clay	420 W. Broad Street, West Point, MS 39773	662-494-5371
Coahoma	P.O. Box 490, Clarksdale, MS 38614	662-624-3070
Copiah	P.O. Box 789, Hazelhurst, MS 39083	601-892-1809
Covington	68 Collins Industrial Park Dr., Collins, MS 39428	601-765-8252
Desoto	3260 Hwy. 51 South, Hernando, MS 38632	662-469-8480
Forrest	952 Sullivan Drive, Hattiesburg, MS 39401	601-545-6083
Franklin	P.O. Box 368, Meadville, MS 39653	601-384-2349
George	P.O. Box 738, Lucedale, MS 39452	601-947-4223
Greene	P.O. Box 730, Leakesville, MS 39451	601-394-2702
Grenada	1240 Fairground Road, Suite E, Grenada, MS 38901	662-226-2061
Hancock	856 Suite B, Hwy 90, Bay St. Louis, MS 39520	228-467-5456
Harrison	P.O. Drawer "Z", Gulfport, MS 39502	228-865-4227
Hinds	1500 Raymond Lake Rd., Raymond, MS 39154	601-857-3242
Holmes	P.O. Box 330, Lexington, MS 39095	662-834-2795
Humphreys	P.O. Box 239, Belzoni, MS 39038-0239	662-247-2915
Issaquena	P.O. Box 129, Mayersville, MS 39113	662-873-2322

COUNTY	ADDRESS	PHONE NUMBER
Itawamba	605 South Cummings St., Fulton, MS 38843	662-862-3201
Jackson	P.O. Box 1248, Pascagoula, MS 39568	228-769-3047
Jasper	P.O. Box 506, Bay Springs, MS 39422	601-764-2314
Jefferson	P.O. Box 519, Fayette, MS 39069	601-786-3131
Jefferson Davis	P.O. Box 580, Prentiss, MS 39474	601-792-5121
Jones	P.O. Box 448, Laurel, MS 39441	601-428-5201
Kemper	P.O. Box 339, DeKalb, MS 39328	601-743-2837
Lafayette	101 Veterans Drive, Oxford, MS 38655	662-234-4451
Lamar	P.O. Box 419, Purvis, MS 39475	601-794-3910
Lauderdale	410 Constitution Ave. 5th Floor	(601) 482-9764
Lawrence	214 Main Street, Suite C, Monticello, MS 39654-6003	601-587-2271
Leake	729 East Main, Carthage, MS 39051	601-267-8036
Lee	P.O. Box 2297, Tupelo, MS 38803	662-841-9000
Leflore	Lock Drawer C, Greenwood, MS 38935	662-453-6803
Lincoln	301 South First Street Room 201, Brookhaven, MS 39601	601-835-3460
Lowndes	P.O. Box 1386, Columbus, MS 39703	662-328-2111
Madison	P.O. Box 112, Canton, MS 39046	601-859-3842
Marion	1060 Hwy 13 South, Columbia, MS 39429	601-736-8251
Marshall	P.O. Box 489, Holly Springs, MS 38635	662-252-3541
Monroe	517 Hwy 145 N., Suite 1, Aberdeen, MS 39730	662-369-4951
Montgomery	P.O. Box 726, Winona, MS 38967	662-283-4133
Neshoba	12000 Hwy. 15 N., Suite 2, Philadelphia, MS 39350	601-656-4011
Newton	P.O. Box 188, Decatur, MS 39327	601-635-7011
Noxubee	107 E. Adams Street, Macon, MS 39341	662-726-5723
Oktibbeha	106 Felix Long Drive, Starkville, MS 39759	662-323-5916
Panola	P.O. Box 348, Batesville, MS 38606	662-563-6260
Pearl River	401 W. Lamar Street, Poplaville, MS 39470	601-403-2280
Perry	P.O. Box 405, New Augusta, MS 39462	601-964-3668

COUNTY	ADDRESS	PHONE NUMBER
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Prentiss	P.O. Box 130, Booneville, MS 38829	662-728-5631
Quitman	220 E. Main St., Marks, MS 38684	662-326-8939
Rankin	601 Marquette Road, Brandon, MS 39042	601-825-1462
Scott	230 South Davis Street, Forest, MS 39074	601-469-4241
Sharkey	614 Pine St., Rolling Fork, MS 39159	662-873-4246
Simpson	2785 Simpson Hwy. 49, Mendenhall, MS 39114	601-847-1335
Smith	P.O. Box 127, Raleigh, MS 39153-0127	601-782-4454
Stone	214 N. Critz St. Suite A, Wiggins, MS 39577	601-928-5286
Sunflower	112 Martin Luther King Dr. South, Indianola, MS 38751	662-887-4601
Tallahatchie	P.O. Box 308, Charleston, MS 38921	662-647-8746
Tate	P.O. Box 188, Senatobia, MS 38668	662-562-4274
Tippah	10791B Hwy. 15 S. – Fairgrounds, Ripley, MS 38663	662-837-8184
Tishomingo	238 Kaki St., Iuka, MS 38852	662-423-7016
Tunica	P.O. Box 1077, Tunica, MS 38676	662-363-2911
Union	112 Fairground Circle, New Albany, MS 38652	662-534-1917
Walthall	250 Ball Ave., Tylertown, MS 39667	601-876-4021
Warren	1100-C Grove Street, Vicksburg, MS 39180	601-636-5442
Washington	P.O. Box 915, Greenville, MS 38702-0915	662-334-2670
Wayne	810-A Chickasawhay Street, Waynesboro, MS 39367	601-735-2243
Webster	16 East Fox Avenue, Eupora, MS 39744	662-258-3971
Wilkinson	P.O. Box 834, Woodville, MS 39669	601-888-3211
Winston	258 Vance Street, Louisville, MS 39339	662-773-3091
Yalobusha	P.O. Box 610, Coffeeville, MS 38922	662-675-2730
Yazoo	P.O. Box 1068, Yazoo City, MS 39194	662-746-2453

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