

# HANDBOOK

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Bylaws

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Interpretation of the official emblem of the Illinois Association for Home and Community Education: The house in the inner circle denotes the theme. “The home should be the center of every homemaker’s interest, but not the circumference.” Each of the nine rays showing above the roof denotes one of the Homemaker’s Aims. The name Illinois Association for Home and Community Education forms the outer circle.

NOTE: Permission to use the emblem/logo should be obtained from the President of IAHCE or your IAHCE District Director.

#### AIM OF THE HOMEMAKER

To have the home  
Economically sound,  
Mechanically convenient,  
Physically healthful,  
Morally wholesome,  
Mentally stimulating,  
Artistically satisfying,  
Socially responsible,  
Spiritually inspiring,  
Founded upon mutual affection and respect.  
Miss Juliet Lita Bane

Miss Bane was the Illinois State Extension leader when she wrote this “Aim” in 1918.

2003

## **ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION**

### OBJECTIVES:

- To bind together the county Home and Community Education Associations of the State.
- To supplement the work of the University of Illinois Extension in Home Economics and Family Development.
- To promote the well-being of the individual and the family.
- To bring about a better understanding of the relationship of the home, community, state and nation.
- To speak for and to further the interests of families and communities.

### **ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION HISTORY**

The Illinois Association for Home and Community Education was organized as Illinois Home Bureau Federation in January 1924. The Federation evolved from the visions of Mrs. Spencer Ewing of McLean County who served as the first president and Mrs. Kathryn V. Burns, State Leader of Home Economics Extension. Twenty county Home Bureaus formed the original Federation. The Illinois Home Bureau Federation became the Illinois Homemakers Extension Federation in 1962. Ninety-nine associations in 102 counties comprised the State Federation. Then in 1993 the name was changed to Illinois Association for Family and Community Education. The 99 associations in the 102 counties then comprised the State Association. In 1995 the name was again changed to Illinois Association for Home and Community Education.

In 1936, Mrs. Elsie Mies, who had previously served four years as President of the Illinois Home Bureau Federation, along with other Home Bureau members and Extension leaders, conceived the idea of Citizenship Conference. With the cooperation of the Home Economics Extension staff, this Conference was held annually as a leadership and organization training session for county representatives. Since June, 1975, Citizenship Conference and Annual Conference have been combined. Classes have been added during Annual Conference to achieve our goal which continues to be "the home should be the center of every homemaker's interest, but not the circumference."

Finances to carry on the work of the Illinois Homemakers Extension Federation started with an annual fee of \$10 per county. As the activities and outreach of the Federation grew, dues were changed to a county assessment based on membership.

County associations were organized through the efforts of interested women and the Home Economics Extension staff. A detailed history is kept in the files of the State President. "Partners Through History" is a history of the relationship between Illinois Association for Home and Community Education and the University of Illinois Extension. This was developed during the term of Dr. Margery Hamman and is kept in the file of the historian and the President.

## DATES OF FORMATION OF COUNTY ORGANIZATIONS

<u>COUNTY</u>	<u>DATE ORGANIZED</u>	<u>COUNTY</u>	<u>DATE ORGANIZED</u>
1. Kankakee	June 1, 1915	Douglas*	June,20, 1938
2. Mercer	January 22, 1917	53. Moultrie	June 28, 1938
3. Adams	February 1, 1918	54. Kendall	August 2, 1938
4. Champaign	February 2, 1918	55. Will	October 11, 1938
5. Livingston	March 20, 1918	56. Pike	October 14, 1938
6. McLean	April 18, 1918	57. Winnebago	November 30, 1938
7. Williamson	April 23, 1918	58. Jackson-Perry*(1947)	December 2, 1938
8. LaSalle	May 25, 1918	59. Grundy	December 13, 1938
9. Kane	June 19, 1918	60. Henderson	January 18, 1939
10. Hancock	June 27, 1918	61. Ogle	January 24, 1939
11. McHenry	July 7, 1918	62. Effingham	August 11, 1939
12. Saline	July 26, 1918	63. White	October 4, 1940
13. Macon	September 4, 1918	64. Cook	January 16, 1941
14. Tazwell	September 6, 1918	65. Boone	May 2, 1941
15. Vermilion	April 10, 1919	66. Monroe	August 8, 1941
16. Coles	March 1, 1921	67. Edwards*(D 1995)	October 1, 1941
17. Rock Island	July 1, 1921	Wabash*	October 8, 1941
18. Bureau	July 1, 1922	68. Wayne	March 7, 1942
19. Stephenson	July 27, 1923	69. Jefferson	November 19, 1942
20. Marshal-Putnam	August 27, 1923	70. Bond	June 30, 1944
21. Fulton	April 28, 1925	71. Lawarence	July 25, 1944
22. Warren (one source 1928)	January 22, 1929	72. Clark	October 26, 1944
23. Mcdonough (D 1996)	September 7, 1929	73. Clinton	May 17, 1945
24. Mason	September 3, 1929	74. Randolph	May 18, 1945
25. Lee	October 22, 1929	75. Pulaske-Alexander	June 8, 1945
26. Woodford	February 14, 1930	76. Richland	July 6, 1945
27. Peoria	July 8, 1930	77. Jasper	August 14, 1945
28. DuPage	August 1, 1930	Menard*(D1996)	August 15, 1945
29. Douglas-Piatt*(1937)	August 14, 1930	Cass*	August 16, 1945
30. Macoupin	October 24, 1930	78. Pope-Harden	March 26, 1946
31. Jersey	May 15, 1931	79. Marion	April 3, 1946
32. Iroquois	June 31, 1931	80. Logan	April 23, 1946
33. Lake	March 10, 1932	81. Carroll	June 14, 1946
34. Knox (one source 1932)	October 24, 1933	82. Franklin	July 5, 1946
35. Greene	April 30, 1935	83. Clay	February 24, 1947
36. Jo Daviess	July 18, 1935	84. Crawford	March 25, 1947
37. DeWitt	November 12, 1935	Perry*	May 8, 1947
38. Whiteside	February 1, 1936	85. Massac	August 6, 1947
39. Henry	April 29, 1936	86. Washington	October 1, 1947
40. Christian	July 10, 1936	87. Sangamon	October 20, 1947
41. Ford	August 10, 1936	88. Morgan-Scott*	October 30, 1947
42. Montgomery	August 14, 1936	89. Union	April 6, 1948
43. Shelby	August 25, 1936	90. Fayette	May 18, 1948
44. Morgan	September 25, 1936	91. Gallatin	August 13, 1948
45. Madison	December 1, 1936	92. Cumberland	June 23, 1949
46. Stark (D 1995)	December 29, 1936	93. Johnson	1950
47. Schuyler-Brown*(1983)	January 6, 1937	94. Calhoun (D 1994)	1953
48. Menard-Cass*(1945)	March 19, 1937	95. Hamilton	1961
49. DeKalb	March 24, 1937	Scott*	1968
50. Edgar	March 24, 1937		
Piatt*	December 1, 1937		
51. St Clair	May 31, 1938		
52. Wabash-Edwards*(1945)	June 17, 1938		

\* = Seperated  
D = Disbanded

## PAST PRESIDENTS OF THE ILLINOIS HOME BUREAU FEDERATION

*Mrs. Spencer Ewing	1925-1926
*Mrs. A.H. Sabin	1927
*Mrs. Homer Johnson	1928-1929
*Mrs. Henry Mies	1930-1933
*Mrs. Leonard Kiley (Pres. of NEHC 1943-45)	1934-1935
*Mrs. J.V. Stevenson	1936-1937
*Mrs. John Clifton	1938-1939
*Mrs. Will Parks	1940-1941
*Mrs. A.R. Rohlfing / John D. Reese	1942-1943
*Mrs. Stanley Castle	1944-1945
Miss Pearl Barnes	1946-1947
*Miss Mara Robinson	1948-1949
*Mrs. Harold Joy	1950-1951
*Mrs. Adam McWilliam	1952-1953
*Mrs. Milton Vaupel	1954-1955
*Mrs. E.D. McGuire	1956-1957
*Mrs. Horace M. Smith	1958-1960
Mrs. Justin Wagy	1961-1962

### PAST PRESIDENTS OF THE ILLINOIS HOMEMAKERS EXTENSION FEDERATION\*\*

Mrs. Justin Wagy	1962-1964
*Mrs. Herman Stiehr	1964-1967
*Mrs. Lyman Kimmel	1967-1970
Mrs. Don Kelly	1970-1973
Mrs. Joseph W. Ashbrook	1973-1976
Mrs. Louise Cornell	1976-1979
*Mrs. Fred Wepprecht	1979-1982
Mrs. George Keith	1982-1985
*Mrs. Eunice Pagel	1985-1988
Mrs. Carol Whitcomb	1988-1991
Mrs. Louise Swearingen	1991-1993

### PAST PRESIDENTS OF ILLINOIS ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION\*\*\*

Mrs. Louise Swearingen	1993-1994
Mrs. Joan McEachern	1994-1995

### PRESIDENTS OF ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION\*\*\*\*

Mrs. Joan McEachern	1995-1997
Mrs. Sandra Broadrick-Allen	1997-2000
Mrs. Nancy Messamore	2000-2003
*Mrs. Marion Ries	2003-1/9/2006
Mrs. Carol Whitcomb	1/9/2006-3/14/2006
Mrs. Ellie Maroon	2006-2009
Ms. Marilyn Daughhetee	2009-2015
Mrs. Jane Chapman	2015-

\* Deceased

\*\* The organization's name changed from Illinois Home Bureau to Illinois Homemaker's Extension Federation in 1962.

\*\*\* The organization's name changed from Illinois Homemaker's Extension Federation to Illinois Association for Family and Community Education in 1993.

\*\*\*\*The organization's name changed from Illinois Association for Family and Community Education to Illinois Association for Home and Community Education in September of 1995.

## ASSOCIATED COUNTRY WOMEN OF THE WORLD



General Secretary  
Mary Summer House, 24 Tufton Street,  
London SW1P 3RB, UK  
E-mail: [info@acww.org.uk](mailto:info@acww.org.uk) Tel: 020-7799-3875 Fax: 020-7340-9950  
Website: [www.acww.org.uk](http://www.acww.org.uk)

Associated Country Women of the World (ACWW) consists of constituent societies of country women (such as the Illinois Association for Home and Community Education) and individual members. The first rural women's organization was founded in Finland in 1797. The first international conference was held in Vienna in 1930. In 1988, there were 9,000,000 members of rural women's organizations in 70 countries. Policy is decided at the triennial conferences which are held in different parts of the world so that members have at least an occasional chance to meet other members from different countries. Each class I constituent society may send five voting delegates, but no country may exercise more than 30 percent of the voting power.

The State Association pays dues each year. Individuals may be contributing members by paying dues once a year or every three years. Applications are sent to the CWC Treasurer before January 1. They must reach London before March 1.

**AIMS:** To promote international goodwill, friendship, and understanding between the country women and homemakers of the world.  
To raise the standard of living of rural women all over the world.  
To further international understanding and friendship and to be a voice for country women in international affairs.

**International Contacts:** Letter friends may be obtained through the International director. Link contacts and Exchange programs may be arranged through the Mutual Service Secretary. Associated Country Women of the World, Mary Summer House, 24 Tufton Street, London SW1P 3RB, United Kingdom.

**United Nations:** ACWW is one of the non-governmental organizations (NGO's) granted consultative status with many of the UN organizations. It speaks both for country women to the UN and to country women of UN projects.

**Pennies for Friendship:** Are collected anytime country women meet. This money helps with the financial responsibilities i.e. projects of ACWW. Illinois counties send yearly contributions by November 20 to the IAHCE Treasurer.

**Emblem:** Represents the four points of the compass, linked together through ACWW by a circle of friendship against a background of green, which symbolizes the earth's green carpet.

**Publications:** Membership to ACWW begins March 1 and includes the Country Woman Magazine. Send dues to the CWC Treasurer before January 1.

## **COUNTRY WOMEN'S COUNCIL**

The Country Women's Council (CWC) is composed of all United States organizations belonging to ACWW. Currently these organizations are National Association for Family and Community Education, American Farm Bureau Women's Committee, National Master Farm Homemaker's Guild, National Volunteer Outreach Network, Inc., The National Farm and Garden Associations Inc. And New York Federation of Home Bureaus. CWC serves as a liaison committee between the United States and the ACWW. IAHCE dues are \$25.00 a year. CWC meets annually. Mrs. Spencer Ewing of McLean County, Illinois was its first Chairman.

### **PURPOSE:**

To bring societies of ACWW in the United States into closer relationship.

To further the aims and activities of ACWW in a more effective way.

To make recommendations to ACWW for its program of work and other pertinent matters, always considering the international character of ACWW.

## **NATIONAL VOLUNTEER OUTREACH NETWORK, INC.**

NVON was organized in 1995 and has members from 7 states including Arkansas, Illinois, Indiana, Kentucky, South Carolina, West Virginia, and Wisconsin. The first president of NVON was Louise Nichols of Indiana.

### **PURPOSE:**

To bring together organizations who are members of ACWW to promote friendship and understanding between member organizations for better communications in the United States and the World.

To promote the well-being of the individual and the family.

To bring about a better understanding of the relationship of the home, community, state, nation and the world.

To speak for and further the interests of the member organizations engaged in service to families and communities.

To coordinate activities and disseminate information relevant to the ACWW and the Country Women's Council USA (CWC)

## **UNIVERSITY OF ILLINOIS EXTENSION**

Extension is recognized as the world's largest publicly supported, out-of-school educational organization with programs for both adults and youth. It represents a partnership between the federal government, the land-grant colleges and universities, and the people. Its financial support comes from county, state and federal sources.

### **Mission**

The mission of University of Illinois Extension is "to enable people to improve their lives and communities through learning partnerships that put knowledge to work."

### **How University of Illinois Extension is Organized**

**UNIT OFFICES:** There are 27 units (multi-county clusters). Most units are composed of a unit main office and branch office(s). Each unit is led by a County Director.

**REGIONS:** The state is divided into five regions, each headed by a regional director. The regional offices provide specialized support and administration for the unit main and branch offices in that region.

**CAMPUS:** Campus is where the discipline-based specialists are located within a variety of departments. Specialists work with educators and other campus faculty in helping identify the knowledge and research to use in teaching and problem solving.

### **University of Illinois Extension's Four Core Subject Areas**

**4-H/YOUTH DEVELOPMENT:** Through 4-H and other Extension programs more than 200,000 Illinois youngsters are developing life skills in leadership, citizenship, public speaking, and project areas of their choice. Today's 4-H'ers live in cities and suburbs, as well as in rural areas, Metro 4-H Youth Development educators are working in the inner city to extend outreach. Special 4-H school enrichment programs complement the traditional 4-H club experience.

**FAMILY AND CONSUMER SCIENCES:** Extension staff members help families learn how to do a better job of managing their money, communicating with their children, and



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preventing diet-related health problems such as osteoporosis and coronary disease. Specially targeted Extension programs help young mothers and fathers learn parenting skills they may not have the opportunity to learn elsewhere and how to feed families a nutritious and appealing diet on a limited income.

**COMMUNITY AND ECONOMIC DEVELOPMENT:** U of I Extension works with small business owners, volunteer groups, community leaders and government officials, helping them find ways to make their communities stronger and more economically viable. From enhancing tourism to providing leadership education, Extension staff members and volunteers, are making a difference in communities all over Illinois.

**AGRICULTURE AND NATURAL RESOURCES:** In rural areas, you'll find Extension educators helping farmers protect the environment -- and their bottom line -- by offering educational programs on transgenic crops, risk management, erosion control, management of recyclable nutrients and much more. Urban programs emphasize water quality, landscape management, pesticide safety for homeowners and other topics.

## National and State Provisions

Passage of the Smith-Lever Act by Congress in 1914 officially established the entity now known as University of Illinois Extension. The Act, amended a number of times, provides that states might receive federal funds to carry on Extension work in such manner as agreed upon by the respective land-grant colleges and the federal government. The Illinois General Assembly, in 1915, first accepted the provisions of the Smith-Lever Act. It authorized the Board of Trustees of the University of Illinois "to organize and conduct Extension work which shall be carried on in connection with the College of Agriculture of the University of Illinois in accordance with the terms and conditions expressed in the Act."

In 1914, the U of I Board of Trustees assigned responsibility for direction of Extension to a director appointed by the Board. The Director reports to the Chancellor through the Dean of the College of Agricultural, Consumer, and Environmental Sciences. The appointment of the Director must be approved by the U.S. Secretary of Agriculture. The Director is authorized to recommend joint federal appointments and has the responsibility of approving the expenditure of federal funds.

In 1963, the Illinois General Assembly enacted the County Cooperative Extension Law to provide specially identified resources for Extension work. In this law and the 1979 revision, the Board of Trustees was given authority to:

1. Provide for county or multi-county Extension Council (s).
2. Issue instructions and procedures regarding membership, officers to be elected, and meetings of the council (s). (For example, the councils are not allowed to try to influence legislation unless Extension is directly involved.)
3. Appropriate funds by county governing boards to support Extension work.

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Other federal and state legislation, as well as policy of the University of Illinois, requires that U of I Extension be an equal opportunity employer and that it not discriminate in either employment or the delivery of program services against any person or group because of race, color, national origin, sex, or religion.

The Equal Employment Opportunity Program and the Affirmative Action Plan of University of Illinois Extension are on file in County/Unit/Center Extension Offices. Extension Council members are urged to become familiar with the program and to understand its provisions because of their involvement in an advisory capacity in both employment and program execution. To insure the necessary understanding, the Equal Employment Opportunity Program and the Affirmative Action Plan will be reviewed annually with new Extension Council members.

The County Cooperative Extension Law modernized the former County Board Enabling Act of 1913. In 1963, the Illinois General Assembly passed a new comprehensive state Act (County Cooperative Extension Law) updating the mandate of Extension within the University of Illinois. The Act was again amended in 1967, 1972, 1979 and 1998. In this law and the revisions, the Board of Trustees was given the authority to:

- Provide for County or multi-county Extension Councils
- Issue instructions and procedures regarding membership, officers to be elected, and meetings of the Councils.

The law also provides for:

- Certain duties of the Councils and such other duties as are delegated by the Board of Trustees.
- Certain limitations on activities of the Councils. (For example, the councils are not allowed to try to influence legislation unless Extension is directly involved.)
- Extension Boards.
- The appropriation of matching funds by the State from the Agricultural Premium Fund.
- The appropriation of funds by county governing Boards to support University of Illinois Extension work in the unit.

As specified by statute, Agricultural Premium Fund (APF) consists of 50 percent of all horse racing privilege tax received by the State and of General Revenue Fund transfers.

(Transfers are only done on an as-needed basis when shortfalls in the fund occur.)

The fund is used for two state fairs, county fairs, agricultural fairs, for livestock expositions, for research on equine disease, for training scholarships for study on equine disease, for expenses of the Department of Agriculture, County Board Matching funds, etc. In addition, the APF provides for the payment of premiums to 4-H club members exhibiting project work under the Agricultural Fair Act. This statute was first approved June 10, 1919, and has been amended several times.

## Partnership Relationship between University of Illinois Extension and IAHCE

Illinois Association for Home and Community Education (IAHCE) and University of Illinois Extension (Extension) has enjoyed a long and rich history with a close working relationship. This relationship between these organizations varies at different levels and in different situations throughout the state. These differences are a result of tradition, leadership maturity levels and leadership styles, level of communication, and personalities of those involved.

There are guidelines that clarify the appropriate operational relationships between IAHCE and Extension. They provide a framework for continuing mutually beneficial working relationships between these organizations.

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The roles of the University of Illinois Extension faculty and staff are to:

- Develop and teach research-based educational programs.
- Provide consultation for program development.
- Provide evaluation tools and analysis to measure the effectiveness of programs.
- Enhance the leadership skills of both members and leaders.
- Serve as a link to the greater University system in accessing resources useful to IAHCE.

The roles of IAHCE leaders are to:

- Maintain an organization-wide communications network.
- Develop a program of action that incorporates **Illinois Association for Home and Community Education** issues in conjunction with local priority issues.
- Assist Extension in identifying program issues and methods of extending knowledge to participants.

The roles of IAHCE members are to:

- Participate in training.
- Serve as volunteer teachers for selected programs.
- Provide organizational leadership for the various levels of their organization and community organizations.

IAHCE and Extension have been strong cooperators working on goals that are mutually shared.

**The primary shared goal and purpose for maintaining a strong working relationship with any organization includes extending the research base of the University of Illinois and the Land Grant System** in order to enhance the knowledge base and the quality of life for the families of Illinois.

## **HISTORICAL CONTEXT**

Miss Mamie Bunch, a 1914 graduate of the University of Illinois became the first state leader of Home Economics Extension in Illinois. She worked with Miss Isabel Bevier, the first head of the Household Science Department, University of Illinois (1900). Together, they changed the earlier programs for women into a strong, well-planned endeavor administered by the University.

In 1915, Kankakee County became the first county in Illinois to be organized for Home Economics Extension Work. The organization was called the Kankakee County Home Improvement Association, later called the Kankakee County Home Bureau. Through the years, similar groups were organized throughout the state to provide rural women the opportunity to improve the quality of life for their families through an educational program provided by Extension. While IAHCE has been an important audience for Extension throughout its history, today information and educational experiences are also provided to increase knowledge, skills, and decision-making ability of many other rural, suburban and urban families. Subject matter content is based on theory and research and is organized to meet needs of all Illinois families. Program methods are chosen for their effectiveness in reaching intended audiences. Today, IAHCE and University of Illinois Extension work in partnership to provide educational programs focusing on current issues.