

# South Carolina Family and Community Leaders

In partnership with Clemson University  
Cooperative Extension Service



2012  
HANDBOOK

<http://www.scfcl.com>

SOUTH CAROLINA  
FAMILY AND COMMUNITY LEADERS

Organized at Winthrop College

Rock Hill, South Carolina

June, 1921

Affiliated with

The Associated Country Women of the World, 1930

Country Women's Council, U. S. A., 1934

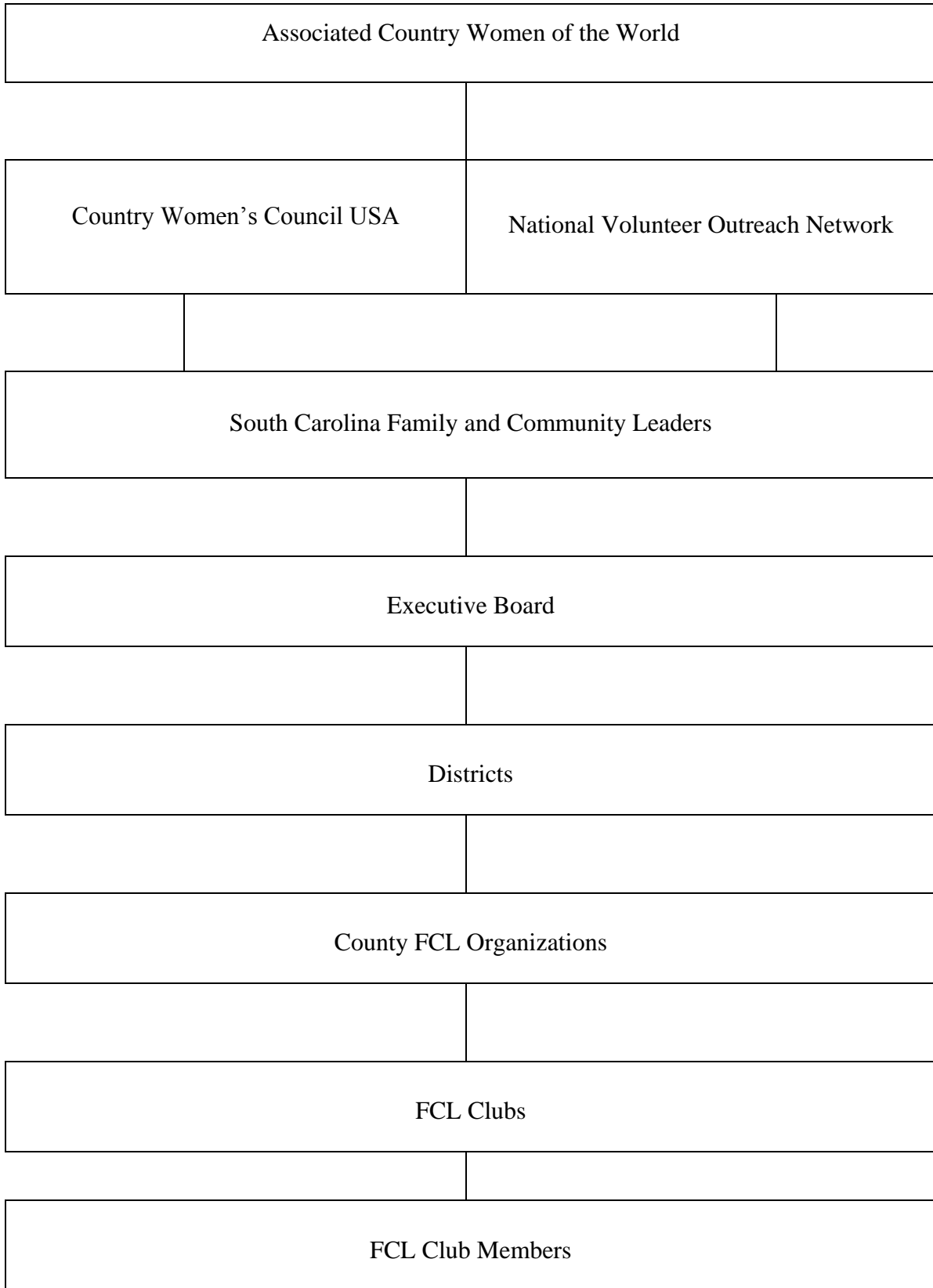
National Volunteer Outreach Network, 1995

South Carolina Family and Community Leaders

Mrs. Helen Spiller, President

Lou Robinson, Advisor

# ORGANIZATION



## **ASSOCIATED COUNTRY WOMEN OF THE WORLD (ACWW)**

In 1930, Lady Aberdeen and a small group of women conceived the idea of calling together the rural women of the world at Vienna. When they met, it was discovered that, although these country women lived in different countries and spoke different languages, they all had the same interests and problems. The Associated Country Women of the World was then organized in London in 1930, with Mrs. Alfred Watt of Canada as the first president.

ACWW is a worldwide organization, bringing together and representing the interest, needs, and aspirations of that majority of the world's population. It is the largest international organization for rural women, with a multi-million membership in sixty-eight countries, and has consultative status with the United Nations. Its objectives are to provide opportunities to exchange ideas, to work together for mutual benefits, and to take an active part in the movement toward international understanding and unity, thereby making a contribution to world peace.

When the Associated Country Women of the World met in Washington in 1936, South Carolina had five official delegates and a total attendance of 267 council women to attend the conference. South Carolina Family and Community Leaders has had official delegates at the meeting every three years.

## **COUNTRY WOMEN'S COUNCIL (CWC)**

In 1939, the Liaison Committee was formed to meet during the three-year periods between international conferences so as to sustain interest among the U.S. Constituent Societies.

In 1946, its name was changed to the Country Women's Council U.S.A. and meetings have been held annually since its formulation for members to discuss and consult on matters pertaining to ACWW. Any group with ACWW membership may apply for membership in CWC. Through its standing committees, it has promoted letter friends, exchange programs, the ACWW Country-women Magazine, and CWC News Sheet.

## **NATIONAL VOLUNTEER OUTREACH NETWORK (NVON)**

The National Volunteer Outreach Network was organized in Austin, Texas in 1995. The South Carolina Family and Community Leaders joined this organization in 1995. Mrs. Mary Nell Fairey and Mrs. Betty Buff of South Carolina initially served as Vice President and Advisor, respectively, of this national organization.

NVON brings together organizations that are members of the ACWW to promote friendship and understanding between member organizations for better communication in the United States and World.

## **HISTORY OF COOPERATIVE EXTENSION SERVICES**

In the early 1900's an interest developed in improving agriculture and rural life. The United States Department of Agriculture, in cooperation with state government and farm organizations, developed programs to accomplish this aim. They recognized that they must reach the youth and homemakers with educational programs if home and family living were to improve. Home economics research was being conducted on some land grant college campuses. The findings of this research could be applied to rural life through an education program of homemakers.

In South Carolina, O.B. Martin, State Superintendent of Education, developed a keen interest in these opportunities for youth, and with the help of Seaman Knapp, who provided the leadership for the early Extension concept, Martin provided opportunities for teachers to participate in training for youth clubs such as corn clubs and tomato clubs. Marie Cromer, a teacher in Aiken County, led the way for girls' clubs in South Carolina in 1916. Another teacher, Dora Dee Walker, also became interested in girls' clubs, and then extended it to women's clubs. These two women were employed by Winthrop College to conduct an Extension program for women and girls.

In 1914, the Smith-Lever Act was passed by Congress providing for an educational program in agriculture and home economics, and related areas in all states. Because the plan provided for cooperation of federal, state, and county governments, the program offered by each land grant college became known as the Cooperative Extension Service. Additional home economists were employed to lead the home economics program for women and youth.

The original plan for the homemakers clubs was for a project leader in each club to receive specific training from the Extension Home Economist and teach the lesson in the monthly Club Meeting. In this way, individuals were sharing their knowledge, making it possible for the county Extension home economists to serve large numbers of people. This idea proved to be an effective method for reaching large numbers of homemakers with home economics information. The clubs were also the core of group action for community improvement, and the county council, the leader in county-wide improvements.

## **HISTORY OF FAMILY AND COMMUNITY LEADERS**

The first official home demonstration club in South Carolina was organized in Sumter County in 1916 and other clubs were rapidly organized throughout the state. The first two County Councils of Farm Women, composed of members of the home demonstration clubs, were organized in Calhoun and Abbeville counties in 1919. The South Carolina Council of Farm Women was organized at Winthrop College in June, 1921. Subsequently, the name was changed to South Carolina Home Demonstration Council in 1957 and to South Carolina Extension Homemakers Council in 1966. In 1967, the Palmetto Home Demonstration Council officially joined the South Carolina Extension Homemakers Council. The name, South Carolina Association for Family and Community Education was adopted in 1992, and the present name, South Carolina Family and Community Leaders in 1995.

In South Carolina, the Family and Community Leaders have had outstanding accomplishments. A few examples include: Compulsory school attendance, adult education, health issues, educational opportunities for young minorities, school lunch programs, school drop-outs, physically handicapped, family abuse, immunization programs and day care.

## **STATE ORGANIZATION**

The South Carolina Family and Community Leaders was organized at Winthrop College in June 1921. It is composed of Family and Community Leaders Clubs throughout the state. These clubs are organized into the county associations.

The purpose of the state organization is to develop, strengthen and correlate the work of the county associations in the state and their efforts to assist people in promoting all interests pertaining to the higher standards of living in homes and communities. The state organization represents the common interests of the county organizations in planning cooperative educational work and advising with Extension representatives in determining all statewide policies.

The state organization meets annually. Programs are developed to help people keep abreast of state and national affairs. The work of the organization is reviewed and a program of work adopted for the new year.

The SCFCL system is recognized as one of the most effective informal adult educational systems in the world. No other such system of adapting current research findings for application and wide diffusion is known. Leaders throughout the county, state, and national levels have emerged from the FCL organization.

## **DISTRICTS**

The forty-six counties of the South Carolina Family and Community Leaders Organization are divided into three districts. A representative from each district (District Director) serves on the state FCL board. These District Directors are responsible for planning and presiding at district meetings. An extension staff person is designated to serve as advisor/contact to the District Director.

## COUNTY ORGANIZATIONS

The County Organizations for Family and Community Leaders, composed of the members in Family and Community Leaders Clubs, have as their objectives to raise the standard of home and community life; to develop leadership and initiative among people in the promotion of those movements which are for the up building of community life; to bring together members of Family and Community Leaders Clubs in the county for those ends; to act as aids to extending the work of the Extension Home Economists. The County Councils meet twice during the year - in the fall, to present the plan of work for the year, and in the spring of the year, to review the accomplishments and make recommendations for further work.

### FAMILY AND COMMUNITY LEADERS CLUBS

The FCL club is usually organized in natural communities or common interests. It is open to people of all ages, regardless of race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, or marital or family status. The club has educational lessons throughout the year. Education chairmen in each club help to develop the yearly program of work. The officers are free to make organizational decisions to meet the needs of the club. Members have opportunity for individual development and for improvement of family and community life. The FCL club is affiliated with the county FCL organization.

### SCFCL PRESIDENTS AND TERMS OF OFFICE

*Mrs. Bradley Morrah (McCormick)	1921-1922
*Mrs. L. C. Chappell (Richland)	1922-1926
*Mrs. E. W. McElmurray, Sr. (Aiken)	1926-1928
*Mrs. J. Whitman Smith (Lee)	1928-1934
*Mrs. J. L. Williams (Greenwood)	1934-1938
*Mrs. Landrum Sellars (Spartanburg)	1938-1942
*Mrs. C. D. Sowell (Chesterfield)	1942-1946
*Mrs. O. J. Smyrl (Kershaw)	1946-1950
Mrs. Gordon Blackwell (Saluda)	1950-1954
*Mrs. M. H. Limeberger (York)	1954-1958
*Mrs. Irvin Hawthorne (Abbeville)	1958-1962
Mrs. F. N. Culler (Sumter)	1962-1965
*Mrs. W. E. Cochran (Greenville)	1965-1968
*Mrs. J. A. Seaber, Sr. (Richland)	1968-1970
Mrs. Joe R. Johnson (Aiken)	1970-1974
Mrs. Ralph Gates (Sumter)	1974-1976
Mrs. Herman Haynie (Anderson)	1976-1978
*Mrs. Dayton Swintz (Marion)	1978-1980
Mrs. Henry Buff (Lexington)	1980-1984
Mrs. Joe Ridley (Sumter)	1984-1987
Mrs. Skippy Rizer (Bamberg)	1987-1990
Mrs. Bobbie Earle (Laurens)	1990-1993
Mrs. Mary Nell Fairey (Orangeburg)	1994-1996
Mrs. Betty McGregor (Richland)	1997-1999
Mrs. Pamela Hanfland (Lexington)	2000-2002
Mrs. Pat Breznay (Richland)	2003-2005
Mrs. Barbara Cathey (Greenville)	2006-2008
Mrs. Josie Gaston (Fairfield)	2009
Mrs. Helen Spiller (Greenwood)	2010-2014

\*Deceased

# SCFCL ORGANIZATIONAL GOALS

## Membership and Public Relations

- A. Encourage each club to increase membership by 10%.
- B. Publicize SCFCL through the use of media, public forums, and visual and video promotionals.
- C. Educate members on the new FCL issues, focuses and reporting.

## MISSION

The mission of the South Carolina Family and Community Leaders is to improve the quality of life for individuals, families, and communities through fellowship, education, and service.

## MOTTO

The motto of the South Carolina Family and Community Leaders is Dedication, Education and Service. (Oconee County FCL)



## LOGO

(Logo designed by Mrs. Betty McGregor)

The **CIRCLE OF ROPE** represents the organization's heritage. The individual strands that make up the rope represent people who, through the years, have worked together for a common goal thus creating a strong organization.

The **TRIANGLE** represents the three-fold motto of the organization: dedication, education, and service. It extends beyond the circle indicating that the organization reaches out beyond the family to the people of our communities, nation, and world.

The **LETTERS (SCFCL)** represent the name of the organization, South Carolina Family and Community Leaders.

The logo of the South Carolina Family and Community Leaders was registered with the United States Patent and Trademark Office on August 8, 2000. The registration shall remain in force for 10 years.

## FCL SONG

*(Music to Onward, Christian Soldiers by Arthur S. Sullivan, Public Domain)*

We're FCL mem-bers, stri-ving in our clubs, To make life much bet-ter,  
In our com-mun-ities, Service with ded-i-ca-tion, Join us as we serve,  
Ed-u-ca-ting every one, With un-der-stand-ing, We are all together,  
And one aim have we, To im-prove li-fe, In our Com-mun-ities.

(Marianne Chesnault, Beaufort County)

## CREED

As South Carolina Family and Community Leaders, we strive to promote the quality of life for all citizens in our communities through dedication, education, and service. Fulfilling these endeavors with love, compassion, and understanding, we shall respect the rights and privileges of those we serve.

(Beaufort FCL Club)

**SOUTH CAROLINA  
FAMILY AND COMMUNITY LEADERS  
2012 OFFICERS**

**Executive Committee**

President

Helen Spiller, 864.223.2806  
106 Clark Avenue, Greenwood, 29649  
(Term Expires 2014) [mohelspil@aol.com](mailto:mohelspil@aol.com)

Vice-President for Program

Debbie Calcutt, 803.481.2208  
100 Tondeleia Drive, Sumter, 29153  
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Vice President for Public Relations

Linda Finley, 864.682.2374  
3019 Highway 221 South, Laurens, 29360  
(Term Expires 2012) [lfinley@prtcnet.com](mailto:lfinley@prtcnet.com)

Secretary

Betty Shuler, 803.496.3852  
232 Geobet Drive, Holly Hill 29059-9183  
(Term Expires 2012) [geobet@ntinet.com](mailto:geobet@ntinet.com)

Treasurer

Bobbie Earle, 864.984.4088  
P.O. Box 264, Laurens, 29360  
(Term Expires 2013) [bearle@prtcnet.com](mailto:bearle@prtcnet.com)

**Board Members**

Historian

Lucia Shuler Hill, 803.496.3949  
927 Shuler Belt Rd., Holly Hill, SC 29059  
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Central District Director

Myrtle Green, 803.874.2481  
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(Term Expires 2012) [nubiaamudeas@aol.com](mailto:nubiaamudeas@aol.com)

Central Program Coordinator

Joann Kearse, 803.259.7316  
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Coastal District Director

Alick Lewis, 843.470.0745  
403 Fraser Drive, Beaufort, 29902  
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Coastal Program Coordinator

Rosemary Armstead, 843.871.1385  
540 Cummings Chapel Rd., Ridgeville, 29472  
(Term Expires 2012) [rarms3028@aol.com](mailto:rarms3028@aol.com)

Foothills District Director

Jean Davis, 864.682.4779  
126 Irwin Road, Laurens, 29360  
(Term expires 2013) [nandedee@yahoo.com](mailto:nandedee@yahoo.com)

Foothills Program Coordinator

Catherine Dunham, 864.429.5124  
719 Thompson Blvd., Union, 29379  
(Term Expires 2014) [scimageseeker@gmail.com](mailto:scimageseeker@gmail.com)

**State Advisor**

SCFCL Advisor

Lou Robinson, 864.646.3808 (home) 864.710.6939  
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[rlou@bellsouth.net](mailto:rlou@bellsouth.net)

SCFCL Advisor FCL Administrative Assistant

LaDonna Peoples, 864.226.1581x116  
313 S. Towers Street, Anderson, 29624  
Fax: 864.226.0538, [lpeople@clemsun.edu](mailto:lpeople@clemsun.edu)

**District Advisors**

Central Advisor

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Coastal Advisor

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Foothills Advisor

Rhonda Matthews, 864.446.2276  
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**Advisors to SCFCL**

State Specialist Advisor

Deborah Thomason, 864.656.5721  
237 Poole Agricultural Center, Clemson, 29634-0753  
(Term Expires 2012) [dthmsn@clemsun.edu](mailto:dthmsn@clemsun.edu)

State Specialist Advisor

Susan Barefoot, 864.656.5682, cell 864.643.6378  
120 Lehotsky, Clemson, 29634  
(Term Expires 2013) [sbrft@clemsun.edu](mailto:sbrft@clemsun.edu)

**State Education Committee**

Vice President for Program (Chair)

Debbie Calcutt

Vice President for Public Relations

Linda Finley

Central District Director

Myrtle Green

Central Program Coordinator

Joann Kearse

Central Advisor

Deon Legette

Coastal District Director

Alick Lewis

Coastal Program Coordinator

Rosemary Armstead

Coastal Advisor

Gayle Williford

Foothills District Director	Jean Davis
Foothills District Program Coordinator	Catherine Dunham
Foothills Advisor	Rhonda Matthews
State Specialist Advisor	Deborah Thomason
State Specialist Advisor	Susan Barefoot
<b>District Education Committee</b>	
Central District Director	Myrtle Green
Central Program Coordinator	Joann Kears
Central Advisor	Deon Legette
Coastal District Director	Alick Lewis
Coastal Program Coordinator	Rosemary Armstead
Coastal Advisor	Gayle Williford
Foothills District Director	Jean Davis
Foothills District Program Coordinator	Catherine Dunham
Foothills Advisor	Rhonda Matthews
<b>Appointed State Board (Non-Voting)</b>	
Parliamentarian	Joyce Hembree, 864.427.8868 1859 Mt. Lebanon Road, Pauline, 29374 (Term expires 2014) <a href="mailto:joyce.hembree@yahoo.com">joyce.hembree@yahoo.com</a>
News and Views Editor	Pat Breznay, 803.736.6535 6 Valhalla Court, Columbia, 29229 (Term Expires 2014) <a href="mailto:pbreznay@sc.rr.com">pbreznay@sc.rr.com</a>
News and Views Mailer	Bette Chinnners, 803.957.9163 152 Cherokee Hills Court, Lexington, 29072 (Term Expires 2014) <a href="mailto:bchinnners@sc.rr.com">bchinnners@sc.rr.com</a>
Membership Database Coordinator	Miriam White, 843.875.6929 125 Levi Road, Ridgeville, 29472 (Term Expires 2014) <a href="mailto:miriamwht4@gmail.com">miriamwht4@gmail.com</a>
SCFCL Webmaster	Pamela Hanfland, 803.791.9890 105 Woodcock Trail, West Columbia, 29169 (Term Expires 2014) <a href="mailto:hanfland@usa.net">hanfland@usa.net</a>

FCL Yards and Neighborhoods (FCLYN) Chairman	Doris Taylor, 864.682.5225 1103 E Jerry Road, Laurens, 29360 (Term Expires 2014) <a href="mailto:dorisstaylor@gmail.com">dorisstaylor@gmail.com</a>
4-H and FCL Making the Best Better – Together Chairman	Dorothy Tunstall, 803.356.2170 159 Corley Mill Road, Lexington, 29072 (Term Expires 2014) <a href="mailto:dottun57@peoplepc.com">dottun57@peoplepc.com</a>
NVON Project in Common 2010-2012 NVON, Let's Take Off Chairman	Ethel Brown, 843.558.3037 22 Miley Drive, Johnsonville, 29555 (Term expires 2012) <a href="mailto:brscsugar@aol.com">brscsugar@aol.com</a>
2012 Conference Chair	Dale Morrow, 803.568.2919 152 Theo Jumper Road, Swansea, 29160 <a href="mailto:sirjohn@pbtcomm.net">sirjohn@pbtcomm.net</a>
2012 Registration Chair	Dorothy Tunstall, 803.356.2170 159 Corley Mill Road, Lexington, 29072 <a href="mailto:dottun57@peoplepc.com">dottun57@peoplepc.com</a>
2012 NVON Conference Co-Chairs	Pat Breznay, 803.736.6535 6 Valhalla Court, Columbia, 29229 <a href="mailto:pbreznay@sc.rr.com">pbreznay@sc.rr.com</a>
	Pamela Hanfland, 803.791.9890 105 Woodcock Trail, West Columbia, 29169 <a href="mailto:hanfland@usa.net">hanfland@usa.net</a>
2012 NVON Registration Chair	Bette Chinnners, 803.957.9163 152 Cherokee Hills Court, Lexington, 29072 <a href="mailto:bchinnners@sc.rr.com">bchinnners@sc.rr.com</a>
2013 Conference Chair	Ervena Faulkner, 843.525.6287 P.O. Box 148, Port Royal, 29935
2013 Registration Chair	Willie Mae Lewis, 843.470.0745 403 Fraser Drive, Beaufort, 29902

**2012 NATIONAL VOLUNTEER OUTREACH NETWORK OFFICERS**

President .....	Linda Gause, 812.825.7763 (Term Expires 2013) <a href="mailto:lindag0607@sbcglobal.net">lindag0607@sbcglobal.net</a> 6615 S. Harmony Road, Bloomington, IN 47403
Vice President .....	Pat Breznay, 803.736.6535 (Term Expires 2014) <a href="mailto:pbreznay@sc.rr.com">pbreznay@sc.rr.com</a> 6 Valhalla Court, Columbia, SC, 29229
Secretary .....	Kathryn McNeely, 309.473.2283 (Term Expires 2013) <a href="mailto:kamcneely@frontier.com">kamcneely@frontier.com</a> 106 South Hilton Drive, Heyworth, IL, 61745
Treasurer.....	Nympha White, 815.249.6411 (Term Expires 2014) <a href="mailto:nym1019@yahoo.com">nym1019@yahoo.com</a> 660 Myrtle Ave., Grand Ridge, IL 61325
Advisor .....	Ruth Ann Anderson, 304.232.3784 (Term Expires 2013) <a href="mailto:r.a.anderson@comcast.net">r.a.anderson@comcast.net</a> 1445 Sunset Lane, Glen Dale, WV 26038

## 2012 SOUTH CAROLINA MASTER FARM HOMEMAKER'S GUILD OFFICERS

President ..... Cheryl Ettinger, 864.697.5658  
(Term Expires 2013) [scwilldojerseys@aol.com](mailto:scwilldojerseys@aol.com) 3028 Hopewell Church Road, Kinards 29355

Vice President ..... Catherine Porth, 803.359.3106  
(Term Expires 2014) [collardqueen@aol.com](mailto:collardqueen@aol.com) 341 Caroline Spring Dr, Lexington, 29072

Secretary ..... Kristi Shirer, 803.826.6604  
(Term Expires 2013) [KMShirer@netzero.com](mailto:KMShirer@netzero.com) 7187 Cameron Road, Cameron, 29030

Treasurer ..... Betty McGregor, 803.939.3909  
(Term Expires 2014) [Sam\\_Betty@peoplepc.com](mailto:Sam_Betty@peoplepc.com) 700 DeVega Drive Unit 136 Lexington, 29073

Historian ..... Clara Riley, 864.445.8753  
(Term Expires 2013) [clarariley@hotmail.com](mailto:clarariley@hotmail.com) 242 Bethany Road, Saluda, 29138

### ACWW PENNIES FOR FRIENDSHIP

ACWW Pennies For Friendship is a donation of money (both large and small) given voluntarily by people who believe in person to person help for other women who are attempting to improve their living standards and make better homes for their families. ACWW receives about three-fourths of its annual income from Pennies and this source allows projects and work to continue and expand in many ways to meet the needs of members and groups around the world. Voluntary donations to Pennies For Friendship make it possible for ACWW to speak and work for the benefit of all its members. The South Carolina Family and Community Leaders have CATEGORY ONE society membership in ACWW. Because of your membership in SCFCL, you have membership in this worldwide network. The SCFCL President is the voting delegate in all meetings of ACWW.

### NICKELS FOR SOUTH CAROLINA YOUTH

Contributions to Nickels for South Carolina Youth are voluntary donations by FCL members. \$500.00 from the money collected is donated to the Clemson University Family and Youth Development Department for a 4-H Scholarship when dues and other contributions are paid. Clemson University Funds directs these funds for the youth of our state.

### SCHOLARSHIP FUNDS

The Johnson-Walker and Landrum-Layton Scholarship Funds are established by the South Carolina Family and Community Leaders for students attending Winthrop College. The Marian Baxter Paul Scholarship Fund is established by the South Carolina Family and Community Leaders for students attending South Carolina State University. The Buff-Swicegood Travel-Study Award is established by the South Carolina Family and Community Leaders for Clemson Cooperative Extension personnel and FCL members.

#### **Johnson-Walker Scholarship**

The fund is established at Winthrop College in memory of Dr. D. B. Johnson, founder of Winthrop College, and Mrs. Dora Dee Walker, one of the first Home Demonstration Agents in the United States of America. Interest on the fund is being used for scholarships.

Recipients are chosen by the Winthrop College Scholarship Committee on the basis of character, need, a scholarship standing satisfactory to the committee, and a major in a traditional home economics field. Application for the scholarship is made to Registrar, Winthrop College, Rock Hill, South Carolina 29733.

### **Landrum-Layton Scholarship**

This fund is deposited with Winthrop College in memory of Miss Lonny I. Landrum, former State Home Demonstration Agent, and Miss Harriet Layton, former Assistant State Home Demonstration Agent, South Carolina. Interest on the fund is being used for scholarships.

Recipients will be chosen by the Winthrop College Scholarship Committee on the basis of character, need, and a scholarship standing satisfactory to the committee and a major in human nutrition.

### **Marian Baxter Paul Scholarship**

The Marian Baxter Paul Scholarship Fund is established at South Carolina State College for administration as a trust fund. The principal and interest will be maintained until the total, principal and interest, is \$10,000. Thereafter, the principal will be maintained and yearly scholarships in the amount of \$500 will be awarded. Additions will be made to this trust fund annually from the State organization budget, if funds are available. This scholarship is to be awarded to a South Carolina resident majoring in Home Economics on the basis of character, need, scholastic standing, and potential for success.

Application for the scholarship will be made to the Registrar, South Carolina State College, Orangeburg, South Carolina 29117.

### **Ruth B. Sayre Scholarship**

The Country Women's Council, USA establishes the Ruth B. Sayre Scholarship Fund. Applicants must be a woman and a resident of the USA. Recipients are chosen by the Country Women's Council, USA. Application for the scholarship is made to the CWC Vice Chairman.

### **Buff-Swicegood Travel-Study Award**

This travel-study award is established for Clemson Cooperative Extension personnel and SCFCL members located in counties with county organizations for Family and Community Leaders, to provide opportunities for personal, professional, or organizational development through informal self-study in chosen areas that will benefit and meet the current needs and objectives of SCFCL. The recipients will share knowledge gained with all members of SCFCL and other Extension Agents as requested.

Up to \$2000 as determined by the formula used by the Clemson University Foundation will be awarded from interest on funds deposited. The award year is July 1 to June 30 following the announcement of the recipient at the State Family and Community Leaders Annual Conference.

From a pool of applicants, recipients will be chosen by the SCFCL Executive Committee, which is composed of the SCFCL President, President Elect, Vice President for Program, Vice President for Public Relations, Secretary and Treasurer. In addition, the founders of the endowment and the State SCFCL Advisor may be invited to participate in the selection process. However, no person nominated for the award may sit on the selection committee in the year of their application.

The Buff Swicegood Travel-Study Award is a reimbursement to the recipient after completion of the travel study. The recipient will complete appropriate Clemson University financial forms, and provide documentation for expenses to Clemson and to the SCFCL Treasurer. The SCFCL Advisor will provide direction in completing all required paperwork.

Following the completion of the travel study award, the recipient will be expected to make a presentation at the SCFCL Annual Conference and also create an educational lesson for the educational committee for distribution.

Applications for the award should be made to the SCFCL President by June 1. (Use SCFCL Buff-Swicegood Travel Study Award Application Form.) Previous recipients will be eligible to apply for a second award five years after receiving the award.

## PAST BUFF SWICEGOOD TRAVEL STUDY AWARD RECIPIENTS

<u>Agent or Faculty</u>	<u>Study Location</u>	<u>Topic</u>	<u>Year</u>
Susan Eaddy (Clarendon)	Kentucky	Volunteer Leadership	1983
Carole Shelton (York)	Wisconsin	Young Homemakers	1984
Susan Kahl (Greenville)	Kansas	Resource Management.	1985
Betty Baird (Lexington)	Maryland	Financial Management	1986
Carolyn Tolson (Lancaster)	Virginia	Home Economics	1987
Ann Yelton (Oconee)	Florida	Leadership	1988
Jeralyn Fallaw (Lexington)	Mississippi	Innovative Activities & Projects	1989
Judy Brock (Kershaw)	Arkansas	Membership	1990
Leslie Spivey (Williamsburg)	Florida	Solid Waste	1991
Gerry Dukes (Dorchester)	North Carolina	Marketing	1992
Tom Mounter (Clemson)	Arkansas	NAFCE Study	1994
Eleanor Jones (Kershaw)	New York	Marketing & Public Relations	1995
Mae Wells (Richland)	Minnesota	Family Decision Making	1997
Peggy Culler-Hair (Richland)	Multi-State (MN, WI, IN, KY)	Marketing & Public Relations	1998
Deborah Strickland (Horry)	Florida	Environmental Housing Safety	1999
Elizabeth Hill (Greenville)	Multi-State (NC, VA, TN)	Volunteer in Urban Areas	2000
Glenna Mason (Clemson)	Multi-State (LA, VA)	Youth Clothing & Textiles	2001
Susan Hovey (Union)	Germany	Nutrition	2002
Karen Leggett (Allendale, Hampton)	Multi-State (KY, MD)	Volunteerism & Membership	2003
Barbara Lupo (Richland, Lexington)	Texas	Nutrition & Membership	2004
Nancy Porter (Clemson)	Finland	ACWW Triennial Study	2007
Deborah Thomason (Clemson)	Switzerland	International Home Economics	2008
Marilyn Peters (Colleton)	North Carolina	Heritage Skills	2009
Ervena Faulkner (Beaufort)	Multi-State (NC, SC, GA, FL)	Gullah-Geechee Corridor	2011

## 2012 PRESIDENTS, ADVISORS AND COUNTY EXTENSION SUPPORT STAFF

Counties with no active clubs may contact State President Helen Spiller or State Advisor Lou Robinson for assistance.

### Central District

Aiken County President	Annie Lou Cromer, 803.685.7350 1213 Trojan Road, Monetta, 29105 (Term expires 2012)
Aiken FCL Contact	Connie Lake, 803.649.6297, cell 864.992.8862 1555 Richland Ave. East Suite 500, Aiken, 29801 Fax: 803.649.6671, <a href="mailto:clake@clemson.edu">clake@clemson.edu</a>
Aiken FCL Administrative Assistant	Maria Black, <a href="mailto:mwhite@clemson.edu">mwhite@clemson.edu</a> , 803.649.6297
Allendale County President	Sara Googe, 803.584.2498 837 Breezie Hill Rd., Allendale, 29810 (Term expires 2013)
Allendale FCL Contact	Christine Patrick, 803.245.2661 x112 Box 577, 398 Barnwell Hwy. Rm 115, Allendale, 29810 Fax: 803.584.1913, <a href="mailto:patric2@clemson.edu">patric2@clemson.edu</a>
Allendale FCL Administrative Assistant	Lisa Terry, <a href="mailto:lisat@clemson.edu">lisat@clemson.edu</a> , 803.943.3427
Bamberg County President	Evelyn Jones, 803.245.1073 75 Beard Street, Bamberg, 29003 (Term expires 2012) <a href="mailto:ionesevelyn68@gmail.com">ionesevelyn68@gmail.com</a>
Bamberg FCL Contact	Christine Patrick, 803.245.2661 x112 (home office) Box 299, 847 Calhoun Street, Bamberg, 29003 Fax: 803.245.2170, <a href="mailto:patric2@clemson.edu">patric2@clemson.edu</a>
Bamberg FCL Administrative Assistant	Lisa Terry, <a href="mailto:lisat@clemson.edu">lisat@clemson.edu</a> , 803.943.3427
Barnwell County President	Barbara Carter, 803.259.1345 12381 Hwy 3, Barnwell, 29812 (Term expires 2012)
Barnwell FCL Contact	Christine Patrick, 803.245.2661 x112 Box 468, 34 Pechmann Street, Barnwell, 29812 Fax: 803.259.7145, <a href="mailto:patric2@clemson.edu">patric2@clemson.edu</a>
Barnwell FCL Administrative Assistant	Lisa Terry, <a href="mailto:lisat@clemson.edu">lisat@clemson.edu</a> , 803.943.3427
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Calhoun FCL Contact	Betty Shuler, (SCFCL Board Member) 232 Geobet Drive, Holly Hill 29059-9183 803.496.3852, <a href="mailto:geobet@ntinet.com">geobet@ntinet.com</a>
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Chesterfield County President	<i>No Active FCL Clubs</i>
Darlington County President	<i>No Active FCL Clubs</i>
Fairfield County President	Margaret Sanders, 803.635.1507 7489 State Highway 213, Winnsboro, 29180 (Term expires 2012)
Fairfield FCL Contact	Deon Legette, 803.635.4722 96 US Hwy. 321 Bypass South, Winnsboro, 29180 Fax: 803.635.4918, <a href="mailto:dlgtt@clemsion.edu">dlgtt@clemsion.edu</a>
Fairfield FCL Administrative Assistant	Kim Thierrien, <a href="mailto:kthierr@clemsion.edu">kthierr@clemsion.edu</a> , 803.432.9071
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Kershaw FCL Contact	Deon Legette, 803.432.9071 x117 (home office) 632 W. Dekalb Street, Camden, 29020 Fax: 803.425.7120, <a href="mailto:dlgtt@clemsion.edu">dlgtt@clemsion.edu</a>
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Lancaster County President	Clemistine Alexander, 803.285.9917 3519 Alexander Lane, Lancaster, 29720 (Term expires 2012)
Lancaster FCL Contact	Angela Forbes, 803.283.3302 107 S. French Street, Lancaster, 29721 Fax 803.286.6650, <a href="mailto:angelaf@clemsion.edu">angelaf@clemsion.edu</a>
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Lee County President	JoAnn Hill, 803.483.6000 3070 Hill Road, Sumter, 29010 (Term expires 2012) <a href="mailto:jojo51935@yahoo.com">jojo51935@yahoo.com</a>
Lee FCL Contact	Debbie Calcutt, (SCFCL Board Member) 100 Tondeleia Drive, Sumter, 29153 803.481.2208, <a href="mailto:gardener@ftc-i.net">gardener@ftc-i.net</a>

Lexington County President	Judy Taylor, 803.798.5969 3003 Eastlawn Drive, Columbia, 29210 (Term expires 2012) <a href="mailto:bojudytaylor@yahoo.com">bojudytaylor@yahoo.com</a>
Lexington FCL Contact	Pat Breznay, (SCFCL Board Member) 6 Valhalla Court, Columbia, SC 29229 803.736.6535, <a href="mailto:pbreznay@sc.rr.com">pbreznay@sc.rr.com</a>
Lexington FCL Administrative Assistant	Bonnie Anderson, <a href="mailto:bandrsn@clemsn.edu">bandrsn@clemsn.edu</a> , 803.359.8515 x114
Marlboro County President	<i>No Active FCL Clubs</i>
Orangeburg County President	Betty Shuler, 803.496.3852 232 Geobet Dr., Holly Hill, 29059 (Term expires 2014) <a href="mailto:geobet@ntinet.com">geobet@ntinet.com</a>
Orangeburg FCL Contact	Christine Patrick, (803) 245-2661 x 112 P.O. Box 299, 847 Calhoun Street, Bamberg, 29003 Fax: 803.245.2170, <a href="mailto:patric2@clemsn.edu">patric2@clemsn.edu</a>
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Richland County President	Pat Breznay, 803.736.6535 6 Valhalla Court, Columbia, 29229-3311 (Term expires 2012) <a href="mailto:pbreznay@sc.rr.com">pbreznay@sc.rr.com</a>
Richland FCL Contact	Debbie Calcutt, (SCFCL Board Member) 100 Tondeleia Drive, Sumter, 29153 803.481.2208, <a href="mailto:gardener@ftc-i.net">gardener@ftc-i.net</a>
Richland FCL Administrative Assistants	Bonnie Anderson, <a href="mailto:bandrsn@clemsn.edu">bandrsn@clemsn.edu</a> , 803.359.8515
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Sumter FCL Contact	Barbara Brown, cell 803.968.0388, 803.773.5561 115 N.Harvin St., 5th Floor, Sumter, 29150 Fax: 803.773.0070, <a href="mailto:babrwn@clemsn.edu">babrwn@clemsn.edu</a>
Sumter FCL Administrative Assistant	Pat McDaniel, <a href="mailto:pmcdani@clemsn.edu">pmcdani@clemsn.edu</a> , 803.773.5561
<b>Coastal District</b>	
Beaufort County President	Odessa Simmons, 843.987.9376 P. O. Box 1202, Beaufort, 29901 (Term Expires 2012) <a href="mailto:simmons221@yahoo.com">simmons221@yahoo.com</a>

Beaufort FCL Contact	Beverley Connelly-Brown, 843.255.6060 x113 P. O. Box 189, 102 Industrial Village Rd, Bldg 1 Suite 101, Beaufort, 29901, Fax 843-255-6065, <a href="mailto:bconnel@clemsom.edu">bconnel@clemsom.edu</a>
Beaufort FCL Administrative Assistant	Venus Manigo, <a href="mailto:vmanigo@clemsom.edu">vmanigo@clemsom.edu</a> , 843.255.6060
Berkeley County President	<i>No Active FCL Clubs</i>
Charleston County President	Helen Rollins, 843.747.1754 2764 Louise Drive, North Charleston, 29405 (Term expires 2012)
Charleston FCL Contact	Gayle Williford, 843.719.4140 x116 259 Meeting Street 2 <sup>nd</sup> Floor, Charleston, 29401 Fax: 843.722.5944, <a href="mailto:gwillif@clemsom.edu">gwillif@clemsom.edu</a>
Charleston FCL Administrative Assistant	Irene Fili, <a href="mailto:ifili@clemsom.edu">ifili@clemsom.edu</a> , 843.722.5940
Clarendon County President	Lou Nelson, 803.435.2201 2590 Connor Rd., Manning , 29102 (Term expires 2012)
Clarendon FCL Contact	Betty Shuler, (SCFCL Board Member) 232 Geobet Drive, Holly Hill 29059-9183 803.496.3852, <a href="mailto:geobet@ntinet.com">geobet@ntinet.com</a>
Clarendon FCL Administrative Assistant	Pat McDaniel, <a href="mailto:pmcdani@clemsom.edu">pmcdani@clemsom.edu</a> , 803.773.5561
Colleton County President	Sallie Stephens, 843.562.8143 564 Smyly Road, Ruffin, 29475 (Term expires 2012) <a href="mailto:sallieb@lowcountry.com">sallieb@lowcountry.com</a>
Colleton FCL Contact	Alta Mae Marvin, 843.549.2595 x126 219 S. Lemacke St. Suite 414, Walterboro, 29488 Fax: 843.549.2597, <a href="mailto:amarvin@clemsom.edu">amarvin@clemsom.edu</a>
Colleton FCL Administrative Assistant	Jessica Ponds, <a href="mailto:jponds@clemsom.edu">jponds@clemsom.edu</a> , 843.832.0135
Dillon County President	Lelia Smith, 843.752.5024 318 Manning View Road, Latta, 29565 (Term expires 2012)
Dillon FCL Contact	Jennifer Boyles, 843.616.0786 300 Russell Street, Room 222, Darlington, 29532 Fax: 843.774.7249, <a href="mailto:jbyls@clemsom.edu">jbyls@clemsom.edu</a>
Dillon FCL Administrative Assistant	Brenda Hunt, <a href="mailto:brenda@clemsom.edu">brenda@clemsom.edu</a> , 803-479-6851

Dorchester County President	Miriam White, 843.875.6929 125 Levi Road, Ridgeville, 29472 (Term expires 2012) <a href="mailto:miriamwht4@gmail.com">miriamwht4@gmail.com</a>
Dorchester FCL Contact	Gayle Williford, 843.719.4140 x116, 201 Johnston Street, St. George, 29477 Fax: 843.563.0171, <a href="mailto:gwillif@clemsion.edu">gwillif@clemsion.edu</a>
Dorchester FCL Administrative Assistant	Jessica Ponds, <a href="mailto:jponds@clemsion.edu">jponds@clemsion.edu</a> , 843.832.0135
Florence County President	<i>No Active FCL Clubs</i>
Georgetown County President	<i>No Active FCL Clubs</i>
Hampton County President	Evelyn Griner, 803.625.4122 7784 Browning Gate Road, Varnville, 29944 (Term expires 2012)
Hampton FCL Contact	Christine Patrick, 803.245.2661 x112 Box 646, 201 Jackson Street, West, Hampton, 29924 Fax: 803.245.2170, <a href="mailto:patric2@clemsion.edu">patric2@clemsion.edu</a>
Hampton FCL Administrative Assistant	Lisa Terry, <a href="mailto:lisat@clemsion.edu">lisat@clemsion.edu</a> , 803.943.3427
Horry County President	<i>No Active FCL Clubs</i>
Jasper County President	<i>No Active FCL Clubs</i>
Marion County President	<i>No Active FCL Clubs</i>
Williamsburg County President	Bernice McFadden, 843.382.2272 504 Witherspoon Road, Kingstree, 29556 (Term Expires 2013) <a href="mailto:dennismc@ftc-i.net">dennismc@ftc-i.net</a>
Williamsburg FCL Contact	Debbie Calcutt, (SCFCL Board Member) 100 Tondeleia Drive, Sumter, 29153 803.481.2208, <a href="mailto:gardener@ftc-i.net">gardener@ftc-i.net</a>
Williamsburg FCL Administrative Assistant	Sue Hastings, <a href="mailto:shastin@clemsion.edu">shastin@clemsion.edu</a> , 843.546.4481
<b>Foothills District</b>	
Abbeville County President	<i>No Active FCL Clubs</i>
Anderson County President	Clara E. Humphrey, 864.261.3821 P. O. Box 734, Anderson, 29622 (Term expires 2012) <a href="mailto:chumphrey111@yahoo.com">chumphrey111@yahoo.com</a>
Anderson FCL Contact	Kimberly Baker, 864.232.4431 x113 313 S. Towers Street, Anderson, 29624 Fax: 864.226.0538, <a href="mailto:kabaker@clemsion.edu">kabaker@clemsion.edu</a>

Anderson FCL Administrative Assistant	LaDonna Peoples, <a href="mailto:lpeople@clemson.edu">lpeople@clemson.edu</a> 864.226.1581 x116
Cherokee County President	<i>No Active FCL Clubs</i>
Chester County President	Jean Westbrook, 803.789.7095 2017 Landsford Road, Catawba, 29704 (Term expires 2012) <a href="mailto:redbarn@truvista.net">redbarn@truvista.net</a>
Chester FCL Contact	Angela Forbes, 803.385.6181 x115 (home office) 109 Ella Street, Chester, 29706 Fax: 803.385.2556, <a href="mailto:angelaf@clemson.edu">angelaf@clemson.edu</a>
Chester FCL Administrative Assistant	Kim Thierrien, <a href="mailto:kthierr@clemson.edu">kthierr@clemson.edu</a> , 803.432.9071
Edgefield County President	<i>No Active FCL Clubs</i>
Greenville County President	Lillian McCumber, 864.268.5185 5 Crafton Street, Taylors, 29687 (Term expires 2012)
Greenville FCL Contact	Kimberly Baker, 864.232.4431 x113 (home office) Greenville County Square, 301 University Ridge, Suite 4300, Greenville, 29601 Fax: 864.232.4738, <a href="mailto:kabaker@clemson.edu">kabaker@clemson.edu</a>
Greenville FCL Administrative Assistant	Joan Riddle, <a href="mailto:jrdld@clemson.edu">jrdld@clemson.edu</a> , 863.232.4431 x116
Greenwood County President	Emma Harling, 864.374.3530 321 Freetown Road, Greenwood, 29653 (Term expires 2013) <a href="mailto:amos1955@embarqmail.com">amos1955@embarqmail.com</a>
Greenwood FCL Contact	Rhonda Matthews, 864.446.2276 x112 105 N University St., PO Box 246, Greenwood, 29648 Fax 864-223-1787, <a href="mailto:rhonda@clemson.edu">rhonda@clemson.edu</a>
Greenwood FCL Administrative Assistant	Debbie Seigler, <a href="mailto:debbiep@clemson.edu">debbiep@clemson.edu</a> , 864.223.3264
Laurens County President	Linda Finley, 864.682.2374 3019 Highway 221 South, Laurens, 29360 (Term Expires 2014) <a href="mailto:lfinley@prtcnet.com">lfinley@prtcnet.com</a>
Laurens FCL Contact	Rhonda Matthews, 864.446.2276 x112 219 W. Laurens Street, Laurens, 29360 Fax: 864.984.2402, <a href="mailto:rhonda@clemson.edu">rhonda@clemson.edu</a>
Laurens FCL Administrative Assistant	Nancy Pitts, <a href="mailto:npitts@clemson.edu">npitts@clemson.edu</a> , 803.276.1091 x114
McCormick County President	<i>No Active FCL Clubs</i>

Newberry County President	Lillian Leavell, 803.276.7973 11945 S.C. Highway 121, Newberry, 29108 Fax: 803.276.7973, (Term expires 2012)
Newberry FCL Contact	Connie Lake, 803.276.1091; cell 864.992.8862 Box 160, 1512 Martin Street, Newberry, 29108 Fax: 803.276.1095, <a href="mailto:clake@clemson.edu">clake@clemson.edu</a>
Newberry FCL Administrative Assistant	Nancy Pitts, <a href="mailto:npitts@clemson.edu">npitts@clemson.edu</a> , 803.276.1091 x114
Oconee County President	Beverly Jenkins, 864.638.9813 701 Jenkins Dr, West Union, 29696 (Term expires 2012)
Oconee FCL Contact	Lou Robinson, home 864.646.3808, cell 864.710.6939 173 Grand Oak Circle, Pendleton, 29670 <a href="mailto:rlou@bellsouth.net">rlou@bellsouth.net</a>
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Pickens FCL Contact	Kimberly Baker, 864.232.4431 x113 Box 995, 222 W Main Street, Pickens, 29671 Fax: 864.878.6712, <a href="mailto:kabaker@clemson.edu">kabaker@clemson.edu</a>
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Saluda FCL Contact	Connie Lake, 864.445.8117 x112 (home office) 864.992.8862 (cell) 201 East Church Street, Saluda, 29138 Fax: 864.445.8119, <a href="mailto:clake@clemson.edu">clake@clemson.edu</a>
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## **2012 PROGRAM YEAR**

### **YOUTH AND FAMILY ISSUES**

Money Smarts . . Managing and Saving Your Money  
The Subject No One Wants to Talk About - Funerals  
Who Am I? Where Did I Come From? – Basic Genealogy  
Basic Information Before Leaving Earth – Documents for Your Personal Life

### **ENVIRONMENTAL AND HEALTH ISSUES**

Less Toxic Insecticides  
Bathroom Safety  
Shedding Light on Home Energy Savings  
“Gardening to Feed the Body and the Soul”

### **NUTRITION AND FOOD SAFETY**

Cooking for One or Two  
Tasty, Safe Food Enjoyed in the Out-of-Doors

### **COMMUNITY DEVELOPMENT**

With These Hands - Heritage Skills  
SCFCL Award Books & the Seven Forms Used for Judging (It is suggested that this lesson be given in January, 2012)

### **STATE PROJECT 2011-2012**

FCL Yards and Neighborhoods (FCLYN)

SCFCL Members understand and promote sound environmental practices, encourage the creation and maintain attractive landscapes in local community and become familiar with nine major principles that can create and maintain beautiful lawns and gardens.

4-H and FCL Making the Best Better –Together

SCFCL Members are trained to become county and regional judges for the 4-H Communications Program (public speaking, record books, etc.) and will provide youth with a fresh perspective on how they can improve their written and oral presentation skills. SCFCL members will gain a better understanding of youth and the 4-H Communication program.

### **STATE PROJECT IN COMMON WITH NVON 2010-2012**

NVON, LET’S TAKE OFF

Take off what, why, where, when? Take off weight to avoid the problems associated with obesity. Each state will develop programs to raise the awareness of obesity and recognize ways to help combat the effects of obesity on the overall health of individuals.

Copies of education lessons can be obtained from your county office or <http://www.scfel.com>

**BYLAWS**  
**SOUTH CAROLINA**  
**FAMILY AND COMMUNITY LEADERS**  
(Revised October 31, 2008)

**ARTICLE I - NAME**

The name of this organization shall be South Carolina Family and Community Leaders. SCFCL when used hereinafter shall be defined to mean South Carolina Family and Community Leaders, Inc.

**ARTICLE II - PURPOSE**

Section 1. To strengthen, develop, coordinate and extend education through 4-H, home economics, community development and agriculture, in cooperation with South Carolina Cooperative Extension Service.

Section 2. To provide opportunity to youth and adults for the improvement of home and community life.

Section 3. To provide a means by which members and/or clubs may interpret and promote programs.

Section 4. To offer opportunities for international friendship and understanding through communication and working to improve the quality of life for all people world wide through Country Women's Council USA (CWC) and Associated Country Women of the World (ACWW).

**ARTICLE III - ORGANIZATION**

Section 1. SCFCL is a non-profit organization. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of individual members.

Section 2. SCFCL shall meet annually to conduct business of the organization.

**ARTICLE IV - DISSOLUTION**

In the event of dissolution, after paying or making provision for payment of all liabilities of the organization, the residual assets of this organization will be turned over to one or more organizations, which are themselves exempt from federal income tax, as organizations described in Section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any prior or future Internal Revenue Code, for exclusively public purposes. The Board in office at the time of the dissolution will make recommendations of such tax-exempt organizations for selection.

**ARTICLE V - MEMBERSHIP**

Section 1. SCFCL shall be composed of all members who conform to rules, regulations, and meet all financial obligations.

Section 2. Voting membership shall be by county organization with each member county having two votes.

Section 3. Membership is open to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.

**ARTICLE VI - OFFICERS, ELECTIONS AND DUTIES**

Section 1. **The Board.**

**A.** The elected officers shall be a President, President-Elect (when applicable), Vice-President for Program, Vice-President for Public Relations, Secretary, Treasurer, Historian, a District Director and a Program Coordinator from each of the districts. The voting members of The Board shall be the elected officers.

**B.** Of the elected officers, the District Director and Program Coordinator will be elected by delegates from their respective district and installed at the Annual Business Meeting.

**C.** The District Director's county agent/advisor will serve as advisor to the district and as an ex-officio, non-voting member of The Board.

**Section 2. Term of Office.**

- A.** Officers shall be elected at the Annual Business Meeting for a term of three years each, or until their successors are elected, except that the President-Elect serves one year followed by a three-year term as President.
- B.** No elected officer shall be eligible to serve more than one consecutive term in any office, with the exception of the Treasurer. The Treasurer may serve two consecutive terms.
- C.** Newly elected and appointed officers shall take office on January 1 of the year following the Annual Business Meeting at which they were elected.
- D.** Vacancies among officers shall be filled by appointment by the President, with approval of The Board until an election can be held at the next Business Meeting.

**Section 3. Board duties.**

- A.** The Board shall hold one meeting prior to the opening and one at the close of the annual conference, and three additional meetings at intervals during the rest of the year.
- B.** Special meetings of The Board may be called by the President and/or at the request in writing of at least two members of The Board when deemed necessary, stating the object of the meeting. Requests for special meetings of The Board must be received by the President at least three weeks prior to the meeting.
- C.** At meetings of The Board, a majority of the voting members shall constitute a quorum.
- D.** The Board shall have supervision of all the affairs of SCFCL, shall actively promote its objectives, and shall have control over the disbursement of its funds. The Board shall not have authority to incur any indebtedness on account of the SCFCL other than as provided in the bylaws or by vote of the voting delegates of the organization.
- E.** The Board shall require a full and complete record of all proceedings, which shall be published and made available to all counties.

**Section 4. Duties of board members.**

Duties of board members are described in Policies/Standing Rules.

**ARTICLE VII - EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the President, President-Elect (when applicable), Vice President for Program, Vice President for Public Relations, Secretary, and Treasurer. The State Advisor shall serve in an ex-officio, non-voting capacity.

Section 2. At meetings of the Executive Committee, a majority of the voting members shall constitute a quorum.

Section 3. The Executive Committee shall make recommendations to the Board for action.

Section 4. Special meetings of the Executive Committee may be called by the President and/or at the request in writing of at least two members of the committee when deemed necessary, stating the object of the meeting. Requests for special meetings of the Executive Committee must be received by the President at least three weeks prior to the meeting.

**ARTICLE VIII - SPECIAL ADVISOR**

The State Advisor to SCFCL shall be a Family and Consumer Sciences Professional recommended by the Director of Extension and approved by the Board. This person shall serve as an ex-officio non-voting member of the Executive Committee and The Board.

## **ARTICLE IX - BUSINESS MEETING**

- Section 1. The Annual Business Meeting shall be held during the Annual Conference to elect officers, adopt educational programs and initiatives, adopt a budget, hear reports, and address such other business as may properly come before it.
- Section 2. The voting delegates at a Business Meeting shall be the elected members of The Board and two delegates from each member county. Only voting delegates shall have the privilege of making motions, debating, making nominations from the floor, and voting.
- Section 3. A majority of the voting delegates shall constitute a quorum.
- Section 4. Election shall be by printed ballot unless there is only one candidate, then election may be by voice vote. A majority vote of those present and entitled to vote shall constitute a decision.
- Section 5. Sessions of the Annual Conference and Business Meetings shall be open to all members upon payment of registration fees.

## **ARTICLE X - DISTRICT MEETING**

There shall be at least one meeting annually of each district at a time and place to be designated by the District Director and District Advisor with approval of The Board.

## **ARTICLE XI - FINANCES**

- Section 1. County(s) Family and Community Leaders must pay all financial obligations on or before January 15 in order to be in good standing and to qualify for any state recognition. (Use FCL Treasurer and Membership Report Form)
- Section 2. Annual dues shall be \$4.00 per member. Dues shall cover all county financial obligations to the state association from January 1 to December 31. ACWW/CWC Pennies for Friendship and Nickels for South Carolina Youth shall be voluntary contributions in addition to dues.
- Section 3. The Executive Committee shall serve as Budget Committee and submit to The Board and delegates at the Annual Meeting a budget showing anticipated income and expenditures of the organization. The Treasurer shall serve as chair of the Budget Committee.
- Section 4. Refer to financial policies in the Policies/Standing Rules.

## **ARTICLE XII - EDUCATION COMMITTEES**

- Section 1. **State Education Committee:**
- A. The State Education Committee shall consist of the Vice-President for Program, Vice- President for Public Relations, the District Directors, and the District Program Coordinators.
  - B. Two state specialists appointed by the State Advisor to SCFCL from County personnel or appropriate departments related to the SCFCL plan of work shall serve as ex-officio members of this committee.
  - C. The Vice-President for Program shall serve as chair of this committee.
- Section 2. **District Education Committees:**
- A. Each District Education Committee shall consist of the District Director, District Program Coordinator, and District Extension Advisor.
  - B. The District Director shall serve as chair of this committee.

### **ARTICLE XIII - SCHOLARSHIPS**

- Section 1. The **Johnson-Walker and the Landrum-Layton scholarship** funds, originally administered by the former South Carolina Council of Farm Women, are deposited with Winthrop University and are administered as trust funds. The principals will be maintained and interest awarded to students on the basis of need and achievement.
- Section 2. **The Marian Baxter Paul scholarship** fund, originally administered by the former Palmetto Home Demonstration Council, is deposited with South Carolina State University and is administered as a trust fund. The principal will be maintained and interest awarded to students on the basis of need and achievement.
- Section 3. **The Buff-Swicegood Travel-Study Award** is administered as a trust fund with the Clemson University Foundation. Donations to the award will be added to the principal and will be maintained with interest awarded to recipients to provide opportunities for personal, professional, or organizational development through informal self-study in chosen areas that will benefit and meet the needs or objectives of SCFCL.
- Section 4. Additions of organizational funds to these accounts shall be made at the discretion of The Board.

### **ARTICLE XIV - AMENDMENTS AND RESOLUTIONS**

- Section 1. The By-Laws may be amended, added to, or suspended at the Annual Business Meeting of the SCFCL by a two-thirds vote of the voting delegates present, provided that the amendment has been proposed, approved by The Board, and notice of the intention to amend has been sent to counties at least sixty days before the Annual Business Meeting.
- Section 2. Any resolution involving finances shall be submitted to The Board, so that it may be passed upon and sent to counties for consideration at least sixty days prior to the Annual Business Meeting of SCFCL.

### **ARTICLE XV - AUTHORITY**

The rules contained in Roberts Rules of Order (latest revised edition) shall be used as a guide.

**POLICIES/STANDING RULES**  
**(Revised October 24, 2010)**

**SECTION I - MEMBERSHIP POLICIES**

- A.** A County applying for voting membership in the state organization shall submit an application in writing to the President for approval by The Board.
- B.** A County may withdraw from voting membership upon written notification to the SCFCL President.
- C.** Other groups and organizations may be a member of the county and state organization by paying county and state dues for each member.
- D.** A **new member** is a person who pays dues and has never been a member of FCL before.
- E.** A **renewed member** is a person who has been a previous member of FCL.
- F.** A person wishing to be a member of more than one county FCL and counted as a member of each county shall pay club, county, and state dues to each county. A person wishing to be member of more than one county and only pay state dues once shall pay club, county, and state dues and be reported as a member in only one county (the county of his/her choice), and shall be an affiliated member (paying only club and county dues) of the other county not reported as a member. Membership is encouraged in the county of residence.
- G.** **Associate members** are individuals paying county and state dues but not members of a FCL Club affiliated with a County FCL.
- H.** An **affiliated member** is a person who pays club dues in more than one club, has paid state and county dues in the club of his/her choice and is a full county member on the club, county, and state level. This person is an affiliated member of any other club where he/she pays only the club dues (after having paid county and state dues one time in another club). This person can be voting member and hold office in any of these clubs.
- I.** An **Individual member** is a person who does not pay dues in a club or county organization in their county. Payment of state dues annually entitles the Individual member to receive the State Newsletter by mail.
- J.** In order for a county, group, or organization to be a voting and/or non-voting member in good standing, membership report forms and dues must be received by the due date as determined by The Board.

**SECTION II - QUALIFICATIONS AND ELIGIBILITY FOR STATE OFFICE**

- A.** Any nominee for President-Elect must previously have served as an elected SCFCL Board Member or a County President.
- B.** A nominee for any elective state office, other than president, must have previously served as a county officer or a member of the SCFCL Board.
- C.** Each candidate for office must have agreed in writing to his/her nomination and have the written endorsement of his/her county association and county Extension advisor.
- D.** A candidate shall be nominated for only one position in a given year.
- E.** An elected officer may not resign from a presently held position in order to run for a full term position. An elected officer may resign to be appointed to fill a vacancy that has occurred during a midterm resignation or death.
- F.** A candidate for Secretary should understand the importance of preserving the official records of SCFCL, have the ability to write accurate minutes, and provide a safe repository for official records.
- G.** A candidate for Treasurer shall be eligible for bonding, knowledgeable in bookkeeping, and familiar with long and short term investments.
- H.** A candidate for any elected state office shall have access to electronic communication.

### **SECTION III - NOMINATION AND ELECTION OF STATE OFFICERS**

- A.** For purposes of nomination, election and/or appointment, the officers shall be divided into Groups I, II, and III, one group to be elected each year for a term of three years, with the exception of the President-Elect, who shall be elected for one year to be followed by a three-year term as President.

**Group I shall consist of:**

President  
Secretary  
Coastal District Director  
Foothills Program Coordinator

**Group II shall consist of:**

Vice-President for Public Relations  
Historian  
Central District Director  
Coastal Program Coordinator

**Group III shall consist of:**

President-Elect (one year and three years as President)  
Vice-President for Program  
Treasurer  
Foothills District Director  
Central Program Coordinator

- B.** The President shall appoint a Nominating Committee of three members with approval by The Board. This committee shall consist of one member on The Board (who shall serve as chair) and a county president from each of the other districts so that all districts are represented on the committee. Nominations shall be submitted to the committee on the official SCFCL nomination form at least 120 days prior to the Annual Business Meeting with a copy sent to the SCFCL President. (Refer to Standing Rules, Section II for eligibility requirements.)
- C.** The Nominating Committee will report in writing to The Board, nominees, voting delegates, and Tellers Committee Chair at least sixty days prior to the Annual Business Meeting, and to the membership at the opening session of the annual conference. Whenever possible, the nominating committee shall submit the names of two or more candidates for each office to be filled.
- D.** Following the report of the Nominating Committee during the Annual Business Meeting, additional nominations may be made from the floor by any voting delegate, provided that consent has been secured from the nominee, and the nominee's credentials have been submitted to the Nominating Committee Chair at least two weeks prior to Annual Business Meeting.
- E.** At the Spring Meeting, the District Director shall appoint a nominating committee consisting of three county presidents in their respective district (designating one as chair). Election shall be by county voting delegates or their designated representatives at a respective District Business Meeting, allowing one vote per county. After the election, the Nominating Committee shall make a report of election results to the State Nominating Committee and county voting delegates of the district.
- F.** When any elected or appointed Board Member is unable or does not carry out the functions or responsibility of his/her office, and after the SCFCL Advisor has been consulted, The Board will appoint an officer of The Board to counsel this person. After the designated member of The Board has counseled that person his/her term of office may be terminated by a majority vote of The Board. A written notification shall be sent to the party involved, SCFCL President, and SCFCL Advisor.

## SECTION IV – OFFICER AND COMMITTEE DUTIES

### A. The President shall:

1. Attend all District and SCFCL board meetings.
2. Attend annual conference and informational workshops.
3. Preside at Business Meetings of SCFCL, the Board, and Executive Committee. (See Guidelines for Planning State Board Meetings)
4. Serve with vote in an event of a tie.
5. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
6. Represent SCFCL at meetings of other organizations, or delegate this duty.
7. See that state education lessons as determined by the State Education Committee, are carried out.
8. Collect a county president's report from each county briefly describing the objectives and results of the counties most successful projects from previous year.
9. Collect from District Directors a summary educational report at the April Board Meeting.
10. Compile county president's report and District Directors summary educational report and submit an annual educational summary report to SCFCL Advisor so it can be shared with the appropriate entities.
11. Appoint all appointive officers, by the Annual Conference Post Board Meeting, to serve concurrent to President's term, subject to approval of The Board.
12. Appoint all special committees, as needed, for a one year term, subject to approval of The Board.
13. Appoint conference chairs three years in advance on a rotating basis from different districts when possible so that a separate committee can initiate conference planning three years in advance of the meeting.
14. Update President's Award Checklist prior to January Board Meeting so form can be included with board minutes. Collect President's Award Checklist from each county by October 1, determine scores, have certificates printed, present certificates at the Annual Conference then submit the list of awards to News and Views editor for publication in the next issue of SCFCL News and Views.
15. Be an ex-officio member of all committees with the exception of the Nominating Committee.
16. Be responsible for all sale items (brochures, cookbooks, pin, handbooks, etc.) and have available at all district and state meetings.
17. Be responsible for SCFCL gavel, banner with stand, flags with wooden holder and display board and have available at all state functions.
18. Be responsible for ordering appropriate seals for use with the SCFCL official embosser to mark all seals placed on certificates. All certificates should have the appropriate official SCFCL embossed seal.
19. Coordinate printing the Individual Membership Certificates with embossed seals for distribution at the Fall District Meetings.
20. Be responsible for purchasing the official President's SCFCL name tag, which include the state pin, name, office and term for the incoming President Elect to be presented during the closing session of the annual conference prior to taking office as President.
21. Provide a picture of self, to the News and Views Editor to be used in each publication and a picture to be placed on the President's plaque in the Ruby Craven Room.
22. Counsel with the President-Elect so that duties will be familiar when the office is assumed.
23. Be responsible for remitting the board minutes to the SCFCL Advisor for distribution. (See Procedures for Submitting Minutes of SCFCL Board Meetings)
24. Serve as official delegate to National Volunteer Outreach Network, Inc. (NVON), Country Women's Council, USA (CWC) and the Triennial Conference of Associated Country Women of the World (ACWW) during the term of office.
25. Provide State Report, Project in Common Report and State Display for NVON Conference.

26. Send addresses of board members who shall receive complimentary copies to NVON and CWC Editor.
27. Send name and address of President Elect to NVON President and Webmaster upon election
28. Send names and addresses of board members to CWC Chairman, Editor and Webmaster upon election
29. Provide SCFCL Webmaster calendar by the Annual Conference Post Board Meeting.
30. Submit a Voting Members Society Report to the Associated Country Women of the World (ACWW) of activities during the years since the last Triennial Conference. Data should be collected from SCFCL President's Reports and submitted upon request by ACWW. The report will be included in the "Triennial Report of the Work of ACWW" Book and voting members will received a copy at the next Triennial Conference.
31. Encourage members to carry out the work outlined in the resolutions and recommendations passed at ACWW Triennial Conference.
32. Receive all vouchers for payment of SCFCL funds, determine if budgeted item and whether approval will be given, sign and keep one copy for personal files and forward one copy to the treasurer for payment.
33. Send notices of all meetings of SCFCL in writing at least two weeks prior to each meeting.
34. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the Secretary for payment.
35. Pass on to the incoming President all information and papers pertinent to that office at the end of the term of office.

**B. The President-Elect shall:**

1. Attend all district and SCFCL board meetings.
2. Attend annual conference and informational workshops.
3. Serve with vote.
4. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
5. Serve as understudy to and receive training and guidance from the President, performing such duties as shall be assigned by the President.
6. Serve as ex-officio member of all committees on which the President is serving during his/her term as President-Elect.
7. Perform all President's duties in the President's absence or inability to serve.
8. Perform the duties of the President in case of resignation or death until the next meeting of The Board when the President-Elect is confirmed by The Board as President.
9. Appoint a Parliamentarian, not already serving as voting SCFCL Board member, by the Annual Conference Post Board Meeting to serve concurrent to President's term beginning January 1st of Presidency. When possible, appoint someone who has prior parliamentary experience.
10. Appoint a Parliamentarian, News and Views Editor, News and Views Mailer, Webmaster, Membership Database Coordinator, and Project Chairs by the Annual Conference Post Board Meeting to serve concurrent to President's term beginning January 1st of Presidency.
11. Work with the board to receive donations of approximately \$100 at the June board meeting to purchase a gift for the out going President.
12. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the President for payment.

**C. The Vice-President for Program shall:**

1. Attend all SCFCL board meetings and annual conference.
2. Serve with vote.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Serve as aide to the President who shall assign duties as such.

5. Serve as Chair of the State Education Committee.
6. Refer to resolutions and recommendations passed at ACWW Triennial Conference for direction in selecting educational lessons and workshops.
7. Provide SCFCL Webmaster an electronic copy of the SCFCL Programs when distributed at the Fall District Meetings.
8. Serve as a member of the Annual Conference Committee and coordinate workshops for the conference.
9. Coordinate all educational programming efforts in the state and insure that all educational program reports are judged, summarized, and sent to appropriate entities.
10. Collect Education Award books scoring a minimum of 90 points (gold level) from District Directors.
  - a. An unbiased committee of three will judge each gold level district Education Award book ranking highest score to receive a state plaque with all others to receive state certificates with appropriate embossed seal placed in certificate folders.
  - b. Present plaques and certificates with appropriate embossed seals placed in certificate folders at annual conference.
  - c. Display gold level State Education Award books at annual conference.
  - d. At close of conference give the first place Education Award to Historian for storage in the Archives at Winthrop University. All other award books shall be picked up by their county representative.
  - e. Submit a list of all awards presented at district and annual conference to the News and Views Editor for publication.
11. Perform all President's duties in the President's absence or inability to serve, except in years of a President Elect.
12. Perform the duties of the President in case of resignation or death until the next meeting of the Board, except in years of a President Elect.
13. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the President for payment.
14. Pass on to the incoming Vice-President for Program all information and papers pertinent to that office at the end of the term of office.

**D. The Vice-President for Public Relations shall:**

1. Attend all SCFCL board meetings and annual conference.
2. Serve with vote.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Serve as aide to the President who shall assign duties as such.
5. Serve as a member of the State Education Committee.
6. Be in line for succession to the Presidency after the Vice-President for Program.
7. Provide membership recruitment and workshop materials for the upcoming year for approval at the January Board Meeting.
8. Provide resources and conduct workshops on membership recruitment and public relations at their respective district meetings.
9. Develop membership materials for the organization.
10. Calculate membership increase by percentage and total increase.
  - a. Collect list of total state membership and new members by county from Treasurer.
  - b. Contact President to arrange for plaques to be made for first place state winners and certificates with appropriate embossed seals placed in certificate folders for second (silver), third (bronze), and honorable mention (embossed) state winners when applicable for percentage and total increase.
  - c. Present at annual conference.

11. Collect Leadership Award books scoring a minimum of 90 points (gold level) from District Directors.
  - a. An unbiased committee of three will judge each gold level district Leadership Award books ranking highest score to receive a state plaque with all others to receive state certificates with appropriate embossed seal placed in certificate folders.
  - b. Present plaques and sealed certificates with appropriate embossed seals placed in certificate folders at annual conference.
  - c. Display gold level State Leadership Award books at Annual conference.
  - d. At close of conference give the first place Leadership Award to Historian for storage in the Archives at Winthrop University. All other award books shall be picked up by their county representative.
  - e. Submit a list of all awards presented at district and annual conference to the News and Views Editor for publication.
12. Collect Communication (Publicity and Handbook) Award books scoring a minimum of 90 points (gold level) from District Directors.
  - a. Contact President to arrange for certificates with appropriate embossed seals to be presented at the Fall District Meetings.
  - b. An unbiased committee of three will judge each gold level district Communication Award books ranking highest score to receive a state plaque with all others to receive state certificates with appropriate embossed seal placed in certificate folders.
  - c. Present plaques and sealed certificates placed in certificate folders at annual conference.
  - d. Display gold level State Communications Award books at annual conference.
  - e. At close of conference give the first place Communication Award books to Historian for storage in the Archives at Winthrop University. All other award books shall be picked up by their county representative.
  - f. Submit a list of all awards presented at district and annual conference to the News and Views Editor for publication.
13. Develop methods for promotion of education programs and activities to business, industry, government and the general public.
14. Develop promotional materials for the organization.
15. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the President for payment.
16. Pass on to the incoming Vice-President for Public Relations all information and papers pertinent to that office at the end of the term of office.

**E. The Secretary shall:**

1. Attend all SCFCL board meetings and annual conference.
2. Serve with vote.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Keep records of all meetings of SCFCL, the Board, and Executive Committee and submit copy, including the treasurer's report, to the President for approval to print within two weeks of the close of the meeting.
5. Call the roll to determine the number of voting delegates present at all Business Sessions to determine if a majority of voting members are present to establish a quorum.
6. Perform any other secretarial duties as assigned by the President and/or The Board. Receive President's vouchers for payment, if budgeted item, forward one copy to the Treasurer for payment.
7. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the President for payment.

8. Pass on the incoming Secretary all information, equipment, and papers pertinent to that office at the end of the term of office.

**F. Procedures For Submitting Minutes Of SCFCL Board Meetings**

1. SCFCL Secretary shall send Board Meeting Minutes to SCFCL President within two weeks of Board Meeting. SCFCL President will respond back to the Secretary that the information has been received.
2. SCFCL Treasurer shall send Financial Reports/Information to SCFCL President within two weeks of Board Meeting. SCFCL President will respond back to the Treasurer that the information has been received.
3. SCFCL President reviews minutes and financial reports, contacts Secretary and Treasurer to compare notes of meeting to clarify anything she thinks is incorrect. If there has been a transcription problem, the officer makes the necessary changes, and then sends corrected electronic files back to the President. The President writes a memo to be included in mailing and sends all electronic files to SCFCL Advisor within a week of receiving them. SCFCL Advisor will respond back to President that she has received files. SCFCL Advisor proofs for any spelling or grammar errors and supervises mailing to appropriate SCFCL members (SCFCL Board Members and Committee Chair, County Presidents and Advisors).

**G. The Treasurer shall:**

1. Attend all SCFCL board meetings and annual conference.
2. Serve with vote.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Receive and keep records of all funds of SCFCL and deposit as directed by The Board.
5. Pay authorized expenses of SCFCL upon receipt of a signed voucher with receipts from President.
6. Present a statement of accounts at all meetings of The Board, and at such other times as the President may request.
7. Record number of new members per county and give to the Vice-President for Public Relations for membership awards at end of calendar year for the following year's conference.
8. Treasurer receives membership lists, dues checks and any other contributions from each county and keeps a list of members in each county.
9. Contact counties that have not submitted dues by January 15<sup>th</sup>.
10. Send an electronic up-to-date membership list to News and Views Mailer two weeks prior to the mailing deadline for Spring and Fall Issues respectively.
11. Treasurer shall send the County Membership lists to the Database Coordinator when the county dues balance with the number of members on the county list.
12. Make a full report at the Business Session of the annual conference.
13. A financial review committee consisting of an Executive Board member as chair and two SCFCL qualified members shall annually review the financial records of South Carolina Family and Community Leaders. The chair shall present a written report at the April Board meeting. A copy of the financial review report shall be on file with the President, Treasurer and SCFCL Advisor. A copy of the balance sheet of the review shall be presented to The Board at the next meeting of The Board. A copy of this balance sheet and tax returns shall be on file with the President, Treasurer, and SCFCL Advisor.
14. Serve as chair of the Budget Committee.
15. Pay dues to affiliated organizations when due and as authorized by the President.
16. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the President for payment.
17. Pass on to the incoming Treasurer all information, equipment and papers pertinent to that office at the end of the term of office.

**H. The District Directors shall:**

1. Attend district and SCFCL board meetings.
2. Attend annual conference and informational workshops.
3. Serve with vote.
4. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
5. Serve as a representative of the District on The Board and serve as coordinator of the District.
6. Transmit to The Board the reports and suggestions of the District.
7. Transmit to the District, organizational plans and recommendations on matters of program and policy.
8. Serve as a member of the State Education Committee.
9. Serve as chair of the District Education Committee.
10. With members of the District Education Committee plan and conduct an open meeting to inform members of the District of the identified issues for emphasis, educational programs, and the business of SCFCL.
11. Hold at least one meeting annually of each district. When possible hold a Spring and Fall Meeting to include the following agenda items with input from SCFCL Board, coordinated by SCFCL President. (See Guidelines for Planning a District Meeting)
  - a. Spring Meeting Agenda - SCFCL President's Remarks, SCFCL Advisor's Remarks, Corrections to SCFCL Handbook, Membership update and recruitment workshop, State Project information, Affiliated Conferences information, Recognize latest State Award Winners, District Director Appoint Nominating Committee, Officer Training.
  - b. Fall Meeting Agenda - SCFCL President's Remarks, SCFCL Advisor's Remarks, Individual Membership Certificates, Present Education Programs, Elect District Officers, District Education Awards, District Leadership Awards, District Publicity Awards, District Handbook Awards, Promote State Conference.
12. Announce District Leadership Award winners at the Fall District Meetings
13. Insure that no literature or materials of any kind other than SCFCL sale items, may be distributed or sold in the District Meeting room or halls without prior permission of the SCFCL Board.
14. Report results of District Meeting (Attendance, Location, Hostess, Special Activities, Elections, etc.) for documentation into SCFCL Board Meeting minutes at the next SCFCL Board Meeting.
15. Encourage counties to study issues for emphasis and develop educational programs to meet the needs of members.
16. Collect counties Education, Communication and Leadership Award books. Have each award book judged by an unbiased committee of three to rank Education, Publicity and Handbooks gold, silver, bronze and honorable mention levels. (See Scoring Awards)
17. Give names of the gold, silver, bronze and honorable mention level winners to President to prepare district certificates with appropriate embossed seals.
18. Forward award books scoring a minimum of 90 points to appropriate Vice President with score sheets.
19. The District Director will compile a district report to include the summaries and total number of volunteer hours given and actual dollars contributed and received. A copy of which will be forwarded to the SCFCL President at the April Board Meeting.
20. Return award books with score sheets that were not forwarded to the state for further judging to their respective counties at the Fall District Meeting.
21. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the President for payment.
22. Pass on to the incoming District Director all information and papers pertinent to that office at the end of the term of office.

**I. The District Program Coordinators shall:**

1. Attend district and SCFCL board meetings.
2. Attend annual conference and informational workshops.
3. Serve with vote.
4. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
5. Serve as representative of the District on The Board and serve as coordinator of education lessons in the District.
6. Work with District Director to present education lessons at district meetings
7. Serve as a member of the District Education Committee.
8. Serve as a member of the State Education Committee.
9. Encourage counties to study identified issues for emphasis and develop educational lessons to meet the needs of members.
10. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the President for payment.
11. Pass on to the incoming District Program Coordinator all information and papers pertinent to that office at the end of the term of office.

**J. The Historian shall:**

1. Attend all SCFCL board meetings and annual conference.
2. Serve with vote.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Maintain a complete file of SCFCL and Board activities to include a copy of each newsletter, conference program, handbook and SCFCL minutes to be placed in the archives.
5. Serve as contact with and deposit historical documents in the SCFCL archives at Winthrop University.
6. Contact the Vice President for Program to collect first place Education Award books to be placed in the archives.
7. Contact the Vice President for Public Relations to collect first place Leadership Award Book and first place Communication (Handbook and Publicity) Award books to be placed in the archives.
8. Take pictures at SCFCL meetings for the newsletter and historical records to be placed in the archives.
9. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the President for payment.
10. Pass on to the incoming Historian all information and papers pertinent to that office at the end of the term of office.

**K. The District Advisors shall:**

1. Attend District and SCFCL board meetings.
2. Attend annual conference and informational workshops.
3. Serve in a non-voting capacity.
4. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
5. Advise District Director in fulfilling their responsibilities in planning, acting and reporting to SCFCL Board but allow director to function in the leadership role.
6. Serve as a member of the State Education Committee.
7. Work with District Director to plan and conduct an open meeting to inform members of SCFCL business, issues of emphasis and education lessons on District Level.
8. Assist with correspondence letters (notice of district meetings, agenda and etc) when needed.
9. Work with District Director to hold at least one meeting annually of County Presidents in the District. (This may be combined with the open meeting of the District).
10. Assist in helping with coordination of judges for District Awards.
11. Encourage counties to study identified issues for emphasis and develop educational lessons to meet the needs of members.

12. Pass on to the incoming District Advisor all information and papers pertinent to that office at the end of the term of office.

**L. The Specialist State Advisors shall:**

1. Attend April Education and SCFCL Board meeting.
2. Attend annual conference and informational workshops.
3. Serve in a non-voting capacity.
4. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
5. Serve as a representative of the Clemson University Cooperative Extension Service on The SCFCL Board.
6. Serve as a member of the State Education Committee.
7. Work with Extension Agents to develop education lessons related to SCFCL plan of work.

**M. News and Views Editor shall:**

1. Attend SCFCL board meetings when possible.
2. Serve without vote concurrent to President's term.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Have access to electronic communication.
5. Serve as Editor of *SCFCL News and Views* with the assistance from the Vice-President for Public Relations, the District Directors and the SCFCL Advisor.
6. Publish a minimum of two (2) newsletters to be mailed each year by bulk mail.
7. Collect articles and pictures for future issues of *SCFCL News and Views*. Request from Board Members, advisor and county presidents, information to be included in *SCFCL News and Views*.
8. Send draft of *SCFCL News and Views* to SCFCL President for review before taking to printer. For better quality, request 2-3 people proof each issue of *SCFCL News and Views*.
9. Secure a printing company for *SCFCL News and Views*.
10. Prepare each issue of *SCFCL News and Views* to contain:
  - a. Subjects and projects which will promote the goals of SCFCL
  - b. Letter from President and Advisor
  - c. List of current SCFCL Board Members with term of office listed.
  - d. List of upcoming dates for conferences/meetings (State – National - International)
  - e. List of designated counties for articles in next issue.
11. Prepare for publication in following months and include stated information in issues of *SCFCL News and Views*
  - a. Spring – County Articles, Memorials, Highlights of Annual Conference (pictures of new officers, list of all awards), Upcoming officers to elect, annual conference meeting date, SCFCL President's article, Advisor article and Clemson update, SCFCL Officers with telephone numbers, State Project info, NVON Registration, ACWW, NVON, CWC info
  - b. Fall – County Articles, Memorials, Upcoming officers to elect, Annual Conference Information and Registration, SCFCL President's article, Advisor article and Clemson update, SCFCL Officers with telephone numbers, Items counties to bring to annual conference, State Project report.
12. Determine current number of SCFCL members from Membership Database Coordinator plus number of complimentary copies from News and Views Mailer. Coordinate with printing company the number of copies to be printed and other details as required.
13. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the President for payment.
14. Pass on to incoming Editor all information and papers pertinent to that office no later than January 15th.

**N. News and Views Mailer shall:**

1. Serve without vote concurrent to President's term.
2. Should receive an electronic up-to-date membership list from Treasurer two weeks prior to the mailing deadline for Spring and Fall Issues respectively.
3. Should receive electronic up-to-date list of names and addresses for complimentary copies from SCFCL Advisor two weeks prior to the mailing deadline for Spring and Fall Issues respectively.
4. Compile a list of names and addresses for County Advisors and NVON Board for complimentary copies for Spring and Fall Issues respectively.
5. Prepare labels for mailing of *SCFCL News and Views*.
6. Keep an accurate record of mailing/subscription list.
7. Keep a record of expenses and submit signed vouchers with receipts within sixty days; keep one copy for personal files and forward two copies to the President for payment.

**O. Membership Database Coordinator shall:**

1. Serve without vote concurrent to President's term.
2. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
3. Shall keep a current and up-to date membership list of SCFCL paid membership.
4. Pass on to incoming Membership Database Coordinator all information and papers pertinent to that office no later than January 15th.

**P. SCFCL Webmaster shall:**

1. Attend SCFCL board meetings when possible.
2. Serve without vote concurrent to President's term.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Maintain SCFCL website to contain current forms, *SCFCL News and Views*, and up-to-date directory information, etc. as directed by SCFCL President.
5. Maintain host for SCFCL website, with approval of SCFCL President, and notify President and Treasurer of changes to the web hosting fee for proposed SCFCL Budget.
6. Coordinate the collection of data and printing for the SCFCL Handbook.
7. Submit a signed voucher with receipts within sixty days for SCFCL website hosting fee; keep one copy for personal files and forward two copies to the President for payment.

**Q. Parliamentarian shall:**

1. Attend all SCFCL board meetings and annual conference.
2. Serve without vote concurrent to President's term.
3. Study and become familiar with SCFCL Bylaws and Policies/Standing Rules.
4. Advise SCFCL Board on parliamentarian procedures.
5. Promote courtesy, justice, impartiality, and equality.

**SECTION V - STATE EDUCATION COMMITTEE**

**A.** The State Education Committee shall consist of the Vice President for Program, who will serve as Chair, the Vice President for Public Relations; the District Directors; the District Program Coordinators; District Advisors, and two State Specialist Advisors.

**B.** The State Education Committee shall:

1. Attend the April planning session to establish goals and objectives for the state, based on the needs of SCFCL members and the state of South Carolina, and submit proposed education lessons to the board for approval.
2. Implement educational lessons in the Districts.
3. Review and evaluate effectiveness of education lessons and projects.
4. Keep a record of all expenses and submit a voucher with receipts to the President.

## **SECTION VI - DISTRICT EDUCATION COMMITTEES**

- A.** Each District Education Committee shall consist of the District Director (who will serve as chair), District Program Coordinator, and District Advisor.
- B.** Each District Education Committee shall:
  - 1.** Establish goals and objectives for the District based on SCFCL goals and objectives and the needs of the District.
  - 2.** Collect an education report from each county and submit an annual education report summary to SCFCL President so it can be shared with the appropriate entities.
  - 3.** Implement educational lessons by planning and conducting an open meeting in the District for all members of the District.
  - 4.** Review and evaluate the effectiveness of lessons in the District.
  - 1.** Keep a record of expenses and submit a voucher with receipts to the President.

## **SECTION VII - ANNUAL REPORTS OF SCFCL**

- A.** The State Education Committee shall summarize and complete an overall state report to be distributed to appropriate entities throughout the state. (Use SCFCL Educational Report Form)

## **SECTION VIII – SCFCL EDUCATION AWARD**

- A.** The County Education Committee (County Vice President for Program responsible) may submit one award book for county programs including all categories for possible district and state awards. The award book shall include a copy of the report form for that year and is due to the SCFCL District Director for receipt prior to March 1.
- B.** The Categories are:
  - 1.** Youth And Family Issues
  - 2.** Environmental And Health Issues
  - 3.** Nutrition And Food Safety
  - 4.** Community Development
  - 5.** State Projects
- C.** The District Education Committee (District Director responsible) will have award books judged by three unbiased judges. To be eligible for a certificate with gold seal, a county must score a minimum of 90 points, for silver seal a minimum of 80 points, for bronze seal a minimum of 70 points. Honorable mention will be given to a score of 69 points or lower. Certificates with appropriate embossed seals are presented on the district level by the District Director at the Fall District Meetings.
- D.** The District Director shall forward gold level award books to the Vice-President for Program at the April Board Meeting. An unbiased committee of three will judge each gold level award books. The book ranking highest score will receive a state plaque with all others to receive state certificates with appropriate embossed seals placed in certificate folders which will be presented at the annual conference.
- E.** In order to be eligible for awards, the county submitting award books must be in good standing with the State treasurer by meeting the dues deadline date, January 15.

## **SECTION IX - SCFCL LEADERSHIP AWARD**

- A.** Each year a leadership award shall be presented to one outstanding SCFCL member.
  - 1.** The person may be nominated for the county award by an individual, FCL club or county organization. Included with each completed application form should be a small photograph or snapshot of the nominee, the recommendation of nominator, and three additional letters or recommendations. (Use SCFCL Leadership Award application form)

2. The nominee must be a member of the South Carolina Family and Community Leaders for at least two years.
  3. The nominee must be ACTIVE in a Family and Community Leaders Club or County Organization by attending meetings regularly and participating in the activities of the club and/or organization.
  4. The nominee must show evidence of strong support, participation, and leadership in the Family and Community Leaders Organization.
  5. The nominee must show evidence of membership, work, and/or leadership in other community and church organizations.
  6. The nominee must show a good attitude and be receptive to others and their needs.
  7. Each county shall submit their winner to their District Director for receipt prior to May 1. Three unbiased judges will be appointed by the District Director to select a district winner. (Use SCFCL Leadership Award Guidelines for judging) The district winner will receive a certificate at the Fall District Meeting.
- B.** The District Director will forward three score sheets per book and application of the district winner to the State Vice-President for Public Relations at the June Board Meeting who will appoint three unbiased judges to select a state winner. (Use SCFCL Leadership Award Guidelines for judging) Awards for the winners will be presented at the annual conference. The State Leadership Award winner will receive the state leadership plaque and the other district winners will receive their district plaque at the annual conference along with a SCFCL membership lapel pin.

## **SECTION X - SCFCL COMMUNICATION AWARDS**

### **A. Publicity Award**

This award is given to a club or county who excels in community public awareness of their organization through newspaper, magazine, newsletter or any printed publication “clippings”.

1. Individual clubs or counties may submit one Publicity award book to District Director prior to March 1.
2. District Director shall have Publicity Awards books judged by an unbiased committee of three using (SCFCL Communication Awards-Publicity Guidelines for judging) score sheet.
3. Scoring Levels are determined by referring to (Section XIII, Scoring Awards).
4. Gold level district Publicity award books scoring a minimum of 90 points will be forwarded with three score sheets per book to the Vice President for Public Relations at the April Board Meeting.
5. Refer to “Scoring Awards” for all other Award information.

### **B. Handbook Award**

This award is given to a county for the most informative handbook that includes practicability, convenient size, durability, neatness, usefulness and creativity.

1. Counties may submit one Handbook for that year to District Director prior to March 1.
2. District Director shall have Handbook judged by an unbiased committee of three by using (SCFCL Communication Awards-Handbook Guidelines for judging) score sheet.
3. Scoring Levels are determined by referring to (Section XIII, Scoring Awards)
4. Gold level district Handbooks scoring a minimum of 90 points shall be forwarded with three score sheets per book to the Vice President for Public Relations at the April Board Meeting.
5. Refer to “Scoring Awards” for all other Award information.

## **SECTION XI - SCFCL MEMBERSHIP AWARDS**

**A.** Each year two membership awards are given on the District and State level.

1. Highest percentage increase
2. Highest number increase

- B.** Membership awards will be based on previous year's final membership numbers. New members cannot previously have been a member of SCFCL.
  - 1.** Highest percentage increase is calculated by taking the number of new members that have never been a member in a previous year and divide by the total number of members, then multiply by 100. Example: Take 2 (new members) and divide by 60 (total of previous years members), then multiple by 100 = 3.3%
  - 2.** Highest number increase is calculated by identifying the number of new members from the previous year's final membership who have not previously been a member of SCFCL.
- C.** To calculate totals, the Vice-President for Public Relations will obtain membership final numbers from the Treasurer's "Membership by County Report" and contact the Membership Database Coordinator to obtain the number of new members who have never been a member of SCFCL.
- D.** Vice-President for Public Relations will contact President to arrange for district certificates and state plaques and certificates with appropriate embossed seals placed in certificate folders.
- E.** District membership certificates with appropriate embossed seals will be presented at the Fall District Meetings by the District Director, for first, second, third place and honorable mention when applicable.
- F.** State membership awards will be awarded a plaque first place state winners and certificates with appropriate embossed seals placed in certificate folders for second (silver), third (bronze), and honorable mention (embossed) state winners by the Vice President for Public Relations.

### **SECTION XII - SCFCL PRESIDENT'S AWARD**

- A.** Each year a President's Award shall be presented during the Annual Business Meeting to the County President for their exemplary execution of all documentation requirements on a timely basis, attendance at district and state meetings, and their leadership and motivational skills then presented at the annual conference by the SCFCL President.
- B.** The gold award will be awarded to the County Presidents who complete 100 - 90% of the items on the President's Award Checklist. Silver will be awarded for 89 - 80%, bronze to 79 - 70% and honorable mention to those less than 70%. (Use President's Award Checklist)
- C.** President shall submit a list of all awards presented at annual conference to the News and Views Editor for publication.

### **SECTION XIII – SCORING AWARDS**

- A.** The Leadership, Publicity, Handbook, and Education award books shall be scored by three unbiased judges who shall be selected for their knowledge of the FCL Program of Work. Former state award winners if possible shall be selected for the Leadership Award Committee.
- B.** Each judge shall use the official score sheet for each award category. ALL score sheets shall be forwarded with the award book.
- C.** One award book will be judged per score sheet.
- D.** An unbiased committee of three shall judge award books.
  - 1.** Awards are determined by using score sheets from each award area
    - a.** A book scoring a minimum of 90 points (gold level) can receive a certificate with a gold seal
    - b.** A book scoring a minimum of 80 points (silver level) can receive a certificate with a silver seal
    - c.** A book scoring a minimum of 70 points (bronze level) can receive a certificate with a bronze seal
    - d.** A book scoring 69 points or lower can receive a certificate for honorable mention
  - 2.** Certificates with appropriate embossed seals are prepared for all entries for each district when applicable.
  - 3.** District Director presents District certificates with appropriate embossed seals at each Fall District Meeting.

- E. Gold level district award books scoring a minimum of 90 points are forwarded to the appropriate Vice president with score sheets.
- F. Gold level award books are judged by three unbiased judges who shall be selected for their knowledge of the FCL Program of Work.
- G. Highest scoring book receives a state plaque with all others to receive state certificates with appropriate seal placed in certificate folders.
  - 1. Plaques and certificates with appropriate embossed seals are presented at the annual conference.
  - 2. Gold level state award books are displayed at annual conference.
  - 3. At close of annual conference the highest ranking Education, Publicity, Handbook and the State Leadership award books are given to the historian for storage in the archives at Winthrop University. All other award books shall be picked up by their county representative.

#### **SECTION XIV - VOTING DELEGATES FOR NVON, CWC, AND ACWW**

- A. **Delegates for NVON**
  - 1. The President and the President-Elect shall serve as the voting delegates for South Carolina. The Vice-President for Program shall serve in years when there is no President-Elect.
  - 2. Alternates shall be according to the designated order of precedence.
- B. **Delegate for CWC**
  - 1. The President shall be the official delegate for South Carolina.
  - 2. President Elect shall attend when applicable
  - 3. Alternates shall be according to the designated order of precedence.
- C. **Delegate for ACWW**
  - 1. The President shall be the head of delegation for South Carolina.
  - 2. Alternates shall be according to the designated order of precedence.
- D. **Order of Appointment for Delegates**  
 The following order shall be followed in choosing Delegates
  - 1. President
  - 2. President Elect when applicable
  - 3. Vice-President for Program
  - 4. Vice-President for Public Relations
  - 5. Secretary
  - 6. Treasurer
  - 7. Board member alternates, elected by the state board, if one or any of the above officers should be unable to perform their duty as delegates.
- E. **Temporary Emergency Delegate**  
 In the event an official delegate is unable to fulfill their responsibility, the President may appoint a temporary alternate. The designated order of precedent will be used when possible.
- F. **Duties of the Delegates**  
 When a member has accepted the responsibility as a Delegate, they have the obligation to attend the conference, with such expense allowance as may be provided. At the conference the delegate has the duty to be present at the Business Meetings and to be prepared on returning from the conference to present an information report of what transpired. A Delegate is free to vote as he or she deems best for the state on questions at the conference, except when constituents may have provided instructions in regard to particular matters scheduled for consideration.

## **SECTION XV - DEFRAYING EXPENSES OF DELEGATES TO ACWW AND CWC**

Annually, fifteen cents per member is deposited and maintained in a designated International Fund in the SCFCL General Account. The purpose of this fund is to accumulate sufficient funds in support of the President or designated delegate to attend the Associated Country Women of the World (ACWW) Triennial Conference, the Annual Meetings of the Country Women's Council USA (CWC) and the Annual Meeting of National Volunteer Outreach Network, Inc. (NVON). The amount allowed for this purpose will be determined by The Board prior to each of the aforementioned meetings.

## **SECTION XVI - COMMITTEES**

Committees are recommended by the President and approved by The Board. The President serves as ex-officio member on all committees except for Nominating.

### **A. Nominating Committee**

1. The President shall appoint a Nominating Committee of three members with approval by The Board. This committee shall consist of one member of The Board (who shall serve as chair) and two county Association Presidents, each from a different district.
2. Shall study the section of the bylaws covering nomination and election.
3. Nominations shall be due to the committee at least 120 days prior to the Annual Business Meeting. (Use SCFCL Nomination Form)
4. Shall meet to prepare a slate of nominees unless it is determined by the Chair, President, and Advisor that the selection of nominees can be handled by telephone and letters.
5. The slate of nominees shall be presented to The Board, nominees, delegates and Chair of the Tellers Committee in writing at least 60 days prior to the Annual Business Meeting.
6. The slate of nominees shall be presented to the membership at the opening session of the annual conference. Whenever possible the Nominating Committee shall submit the names of two or more candidates for each office to be filled.
7. In making selections, consider
  - a. Qualifications of each person, and that minimum qualifications required in the bylaws are met.
  - b. Nomination form and suggestions for change the following year.
8. Each candidate for state office shall be introduced at the State Meeting and allowed to speak to the general assembly prior to the election.
9. Shall submit a list of elected officers, with address, phone, email address and term when available to the SCFCL Webmaster by the Annual Conference Post Board Meeting.

### **B. Annual Conference Committee**

1. The conference chair shall be appointed by the President three years in advance on a rotating basis from different districts when possible so that a separate committee can initiate conference planning three years in advance of the meeting.
2. The conference chair will be a non-voting member of the board and attend Board Meetings, as it becomes relevant to his/her conference year.
3. Each conference chair shall appoint his/her own committee.
  - One to serve as the registration chair and any additional people to serve in various roles and on sub-committees for annual conference.
  - In addition, the Vice-President for Program and Vice-President for Public Relations will serve on each of these committees with the SCFCL President and SCFCL Advisor serving as ex-officio members.
4. The conference shall be self-supporting.
5. The conference chair shall immediately upon appointment begin investigating and arranging for a conference site and date subject to Board approval at least two years in advance of the conference. Accommodation information needed:

- a. both single and double rooms
- b. Board Meeting room large enough to accommodate 25 people
- c. conference room large enough to accommodate 150-175 people
- d. banquet room for 150-175 people
- e. menus for planned meals, including price, tax, and gratuities - selection of menu to be made by the conference committee with the approval of the SCFCL Board

Properties needed:

- a. registration tables to be staffed by Conference Committee or their appointed sub-committee
  - b. tables for displays
  - c. table for sale of SCFCL materials
  - d. US Flag, state flag, podium, public address system and set-up
  - e. large screen for projection
  - f. a piano or tape recorder and music
  - g. make arrangements for displaying SCFCL banner
  - h. platform with skirted head table (usually need room for 6-8)
  - i. table decorations for banquet and luncheon
6. The conference chair will set up a meeting with the conference committee 2 years prior to the conference to visit the site before the January Board Meeting the year before the conference. The site should be easily accessible.
  7. The conference chair will request a contract for the President to sign after receiving board approval.
  8. Additionally, the committee should begin planning the program for the conference two years in advance. The Vice-President for Program normally, as a member of this committee, is responsible for the workshop sessions at the conference.
  9. At the January Board Meeting:
    - The past conference chair will give a final report that includes a summary of the evaluation forms, conference attendance, lunch and banquet attendance, and financial standing for the conference.
    - The next year's conference chair will seek board approval for conference site and date with information and specific details about the suggested site.
    - The present conference chair will present conference theme and give conference update with details forthcoming.
  10. At the April Board Meeting:
    - The present conference chair will present proposed conference schedule and conference program for board's input.
    - The VP for Program will present proposed suggestions for workshops for board's input.
    - The registration chair will present proposed registration forms for board's input.
  11. The conference committee will meet at conference site to finalize meals and room arrangements before the June Board Meeting.
  12. At the June Board Meeting:
    - The president shall appoint the three member nominating committee for board's approval.
    - The president shall appoint the three member teller's committee for board's approval.
    - The present conference chair will present for board's approval the final conference schedule and conference program with names listed for conference responsibilities ready for printing.
    - The VP for Program will present final workshops, which includes names, titles and any equipment needed for board's approval.
    - The registration chair will present final registration forms ready for printing for board's approval.

13. The present conference chair is responsible for compiling and sending conference information following the June Board Meeting for publication.
14. If the conference site awards complimentary rooms, the first complimentary room goes to the conference chair, second to the SCFCL President. Additional complimentary rooms will be allocated at the discretion of the conference chair and president.
15. The registration chair after receiving registrations, will prepare a packet for each registered member to include name tag, meal tickets, conference program, and other pertinent information on the conference.
16. The registration chair will place original registration form in a book to be available for reference at the registration table. A copy of the registration form will be placed in the registration packet.
17. The registration chair will send registration money to the State Treasurer as collected in a timely manner.
18. The conference committee or their appointed sub-committee will give out registration packets to members and arrange for day registration and for registration of members not pre-registered.
19. The Conference Chair and Committee shall:
  - determine the registration fee with board approval
  - provide registration tables to be staffed by Conference Committee or their appointed sub-committee - tables should be staffed until all packets are distributed
  - appoint hostess to help with conference (collect tickets, directions, etc.)
  - appoint heritage skills chair
  - appoint sales table chair
  - provide table for display and sale of FCL materials
  - provide name tags and packets for attendees (to be assembled before registration opens)
  - provide program or speaker for the banquet (fees should be approved by board)
  - provide printed conference program (150-175 depending on registration)
  - arrange for person to preside at the banquet and the luncheon
  - provide head table seating arrangements (name cards) for luncheon and banquet with President's approval
  - provide US flag, state flag, podium, public address system and set-up (all functions should be checked for readiness at least 20 minutes before the meeting begins)
  - provide large screen for projection
  - provide a piano or tape recorder and music
  - arrange for display of SCFCL banner
  - arrange for meeting space for Master Farm Homemakers
  - arrange for induction ceremony every three years for Master Farm Homemakers
  - provide containers for the collection of Pennies for Friendship
  - arrange for table and podium decorations for banquet and luncheon
  - submit vouchers for reimbursements for speaker fees or workshop materials
  - arrange for thank you gifts for guest workshop leaders with board approval (no gifts will be given to FCL members)
20. The President shall be responsible for coordinating the printing of the certificates with appropriate embossed seals and award plaques for the annual conference.
21. The Vice President for Program shall contact all guest workshop leaders no later than one week prior to the conference to inform them of their approximate workshop attendance.
22. The Vice President for Program shall contact all guest workshop leaders and submit vouchers for their expenses and fees no later than the Board Meeting at the close of the conference.

23. The conference chair shall submit vouchers for all guest speaker's expenses and fees no later than the Board Meeting at the close of the conference.
24. The conference chair will summarize registrations and make a report to the delegates at the Annual Business Meeting.
25. A copy of all records shall be placed in the SCFCL files and in files of the SCFCL Advisor. They should also be made available to each conference chair for reference.

#### **C. Budget Committee**

1. The Executive Committee serves as Budget Committee.
2. Treasurer serves as Chair of the committee.
3. The committee will meet in fall to prepare a budget for the next year.
4. The committee will study expenditure trends in order to make recommendations or give information to The Board.
5. The committee will present budget to The Board for approval at Fall Board Meeting preceding the annual conference.

#### **D. Tellers Committee**

1. The President with approval of The Board shall appoint a Tellers Committee of three members. This committee shall consist of one member of the Board (who shall serve as chair) and two SCFCL members, each from a different district.
2. The Teller's Chair will send a Voting Delegates Form to each County and board member at least sixty days prior to the Annual Business Meeting, to request the names of the Voting Delegates.
3. The committee shall register voting delegates at the annual conference. Each voting delegate must register in person (one vote per person) and sign his/her voting card and the registration sheet making certain the signatures are by same number on the card and sheet.
4. Members of The Board can register at the Board Meeting prior to the opening of the annual conference. Voting delegates from counties should register as they register for the conference.
5. The committee shall designate special seating for all voting delegates including board members.
6. The chair announces the total number of votes to be cast and the number needed for a simple and two-thirds majority.
7. When votes are to be taken during the Business Session, three people are needed to distribute voting cards. The signed and numbered voting card is held up as voting takes place. Voting cards are counted for official record and accuracy for each vote.
8. The chair of the committee provides teller sheets, enough ballots for three votes, envelopes in which the ballots may be sealed with tally sheets for when they are counted, and two ballot boxes for collecting ballots for each vote requiring a secret ballot.
9. When **all** the votes are collected, the tellers committee retires to another room to count the ballots.
10. When a written ballot is needed the Chair of the Tellers Committee will report the results of the election written on the sealed envelope containing ballots and tally sheets to the President who shall announce the results of the election.
11. When a written ballot is not needed the Chair of the Tellers Committee will report the results of the election to the President who shall announce the results of the election.

#### **E. Bylaws Committee**

1. The President shall appoint the Bylaws Committee of three members with approval by The Board. This committee shall consist of one member of The Board (who shall serve as chair) and two county presidents, each from a different district.
2. The bylaws shall be reviewed at the discretion of The Board and changes recommended.
3. Proposed amendments to the bylaws shall be sent to The Board for their approval at least 90 days prior to the Annual Business Meeting.

4. Notice of intention to amend shall be sent to county(s) at least 60 days prior to the Annual Business Meeting.

**F. Policies/Standing Rules Committee**

1. The Policies/Standing Rules Committee shall consist of at least two members of The Board appointed by the president with Board approval.
2. The policies/standing rules shall be reviewed at the discretion of The Board and changes recommended.

**SECTION XVII - RULES FOR ANNUAL BUSINESS MEETING**

- A. The voting delegates at the Annual Business Meeting shall be the elected members of The Board and two delegates from each member county. Voting delegates may only cast one vote per person. Other members may attend as observers.
- B. Delegates shall wear their name badge at all meetings of SCFCL. Voting delegates shall sit in a reserved section.
- C. The SCFCL Secretary shall call the roll to determine the number of voting delegates present at all Business Sessions. A majority of the voting delegates shall constitute a quorum.
- D. Election of Officers shall be by printed ballot unless there is only one candidate, then election may be by delegates voting cards. A majority vote of those present and entitled to vote shall constitute a decision.
- E. By-Laws may be amended, added to, or suspended at the Annual Business Meeting of the SCFCL by a two-thirds vote of the voting delegates present, provided that the amendment has been proposed, approved by The Board, and notice of the intention to amend has been sent to counties at least sixty days before the Annual Business Meeting.
- F. An appointed committee shall approve the minutes.
- G. The Orders of the Day shall be the Official Annual Meeting program.
- H. Only members of the voting body may introduce business or vote; however, both voting and non-voting members shall be allowed to speak. Precedence in speaking shall go to the voting delegates.
  - A voting member wishing the floor shall stand, address the presiding officer, and give his/her name and county in order to be recognized.
  - A member may speak twice on the same question (2 minutes each time), but cannot speak the second time as long as any member who has not spoken on the same question desires the floor.
- I. All motions shall be presented to the presiding officer, clearly written and signed by the maker. A voting delegate shall stand to second a motion.
- J. Debate on each question shall be limited to ten minutes, unless the time is extended by approval of the voting body.
- K. The tellers committee shall deliver all communications to the platform or to the persons in the assembly.
- L. No literature or materials of any kind may be distributed or sold in the Annual Meeting room or halls without permission of the SCFCL Board.
- M. These Annual Meeting rules shall be adopted, suspended, or rescinded by a two-thirds vote of the voting delegates.

**SECTION XVIII - HERITAGE SKILLS**

- A. Counties may submit items for heritage skills in the following categories:
  - Hand Needlework
  - Machine Sewing
  - Ceramics
  - Quilts
  - Misc.
- B. Each county is limited to three heritage skill entries.

- C. Counties may exhibit items all in one category or place them in different categories.
- D. Each entry should be labeled with category, county and contact person.
- E. Heritage skills entries will be judged by secret ballots at the Annual conference.
- F. First, second, third and overall winner will be announced to membership and displayed before close of conference.

### SECTION XIX - FINANCIAL POLICIES

- A. All of the expenses of the SCFCL Board may not be reimbursed, but these policies represent an effort to distribute some travel allowance to each person serving as a board member. When possible, The Board is asked to carpool rides when attending the same meetings.
- B. Expenses of The Board to:
  - 1. **Board Meetings:** \$.35 per mile when attending in an official board capacity
  - 2. **District Meetings:** \$.35 per mile, registration fee and up to \$6.00 for lunch when included on the agenda except in your own district
- C. The President shall complete an expense voucher with receipts in triplicate, two copies will be sent to the Secretary for approval for payment. The third copy will be kept in the President's files. (Use SCFCL Expense Voucher)
- D. Officers, committee members and any person incurring the expense will complete an expense voucher with receipts in triplicate, two copies shall be sent to the President for approval for payment. The third copy is kept in the officer's/chair's files. (Use SCFCL Expense Voucher)
- E. All requests for reimbursement of expenses incurred by authorized SCFCL members shall be submitted to the president within 60 days of the expenditure or the claim will be declared null and void.
- F. Expenses of Official Delegates to:
  - 1. **Annual Conference**-No expenses will be defrayed by the organization.
  - 2. **NVON Conference**-Expenses of two Official delegates will be allowed (See Reimbursements of Official Delegates) with prior approval of the Board. Official delegate(s) shall submit expenses of trip for prior approval of the Board.
  - 3. **CWC Conference**-Expenses of Official delegate will be allowed (See Reimbursements of Official Delegates) with prior approval of the Board. President-Elect may attend as an alternate. Official delegate(s) shall submit expenses of trip for prior approval of the Board.
  - 4. **ACWW Triennial Conference**-Expenses of Official delegate will be allowed (See Reimbursements of Official Delegates) and paid in an amount determined by the Board. Official delegate shall submit expenses of trip for prior approval of the Board.
  - 5. A special International Account (presently \$.15 per member) shall be used to help defray expenses of delegates.
  - 6. **Reimbursements of Official Delegates:**
    - The following expenses of delegates to meetings shall be paid with prior approval of the Board.
    - a. Conference registration fees will be reimbursed, excluding separate tour cost.
    - b. Mileage for use of car for approved trips shall be paid at current approved mileage rate
    - c. In-state reimbursement rate is \$.35 per mile (See Financial Policies)
    - d. Out of state methods of travel should be compared and the least expensive way selected.
    - e. If driving, save gas receipts for reimbursement of cost of gas only. Where public transportation is used, actual bus, train, or coach plane fare is allowed.
    - f. Meals shall be paid if not included in registration. \$4.00-breakfast, \$6.00-lunch, and \$10.00-dinner.)
    - g. Rooms while conducting SCFCL business shall be paid up to \$50.00 or ½ cost of hotel room, whichever is less.

- G.** Expenses, approved by the President, are allowed for the State Education Committee to obtain educational materials for the education lessons and to prepare kits for distribution to county officers and chairs at the state or district workshop trainings.
- H.** An annual honorarium shall be presented at the annual conference to the secretary of the SCFCL Advisor in appreciation for assistance throughout the year in an amount determined yearly by The Board.
- I.** In case of death of past presidents or a member of the present Board, a memorial of \$25.00 shall be sent to one of the scholarships we support as determined by the President in office at the time.
- J.** SCFCL will annually donate \$500 from the collections of Nickels for South Carolina Youth to the Clemson University Family and Youth Development Department each year when dues and other contributions are paid.
- K.** Expenses for District Advisors and Extension personnel to attend state Board and Committee Meetings will be paid only if car pooling is not possible, when providing the car for a car pool, if it is necessary that they come to represent the District Director, or if they are asked by The Board to attend in an advisory capacity.
- L.** Annual Conference Guidelines:
  1. Registration fee will never be refunded.
  2. Before deadline date members can request in writing to the registration chair refunds excluding registration fee.
  3. After deadline date members can request to the registration chair in writing refunds excluding registration fee with board's approval.
  4. All written refund requests for board's approval must be received by the registration chair no later than one week prior to the conference except under extenuating circumstances, i.e. critical illness or death of spouse, sibling, child or parent.
  5. The registration chair shall submit all refund vouchers to the President no later than the Board Meeting following the close of the conference.
  6. The registration committee will not be responsible for transferring or selling packets or tickets.
  7. Attendees may transfer or sell registration packets or tickets.
  8. A bulletin board will be available for delegates for messages concerning tickets and packets for sale or transfer.
  9. The amount in the budget line item for the annual conference may be used at the discretion of the three conference committees to prepare for their upcoming conference (i.e. travel to conference site for meetings, phone calls, postage).
  10. Non-members conducting workshops will be invited to the luncheon at Conference expense when both events occur on the same day.
  11. Complimentary luncheon or banquet tickets will be given to the invited speaker(s) and non-member program participants and their guest, if applicable.
  12. Travel reimbursement of \$.35 per mile for non-member participants, will be paid with prior approval of the Conference Chair.
  13. Guests representing Extension will be invited to the banquet but will be expected to register and send payment for the banquet to the registration chair.
- M.** District funds budgeted for the district may be spent within the district at the discretion of the District Director with the advice of the District Education Committee.
- N.** SCFCL will donate annually collections of Pennies For Friends to ACWW for use in international projects conducted by that organization.
- O.** Each year at the Annual conference Board Meeting an outgoing Board member may nominate an Extension secretary to be honored for giving assistance beyond the call of normal duties in serving that FCL State Board member. Secretaries so honored will receive a certificate placed in certificate folder and a check for \$25 at the Annual Extension Secretaries Conference.

## SECTION XX - ARCHIVES

Submit the following items to the archives at Winthrop University for historical preservation.

- Copy of each newsletter
- Copy of convention program
- Copy of handbook
- SCFCL minutes including financial reports
- The State Leadership Award book
- The State winner Educational Award book
- The State winners Communication (Publicity and Handbook) Award books
- Select pictures from SCFCL meetings and activities

## SECTION XXI - NEWSLETTER

- A. Payment of county and state SCFCL dues entitles each member to receive a copy of the fall and spring issues of the *SCFCL News and Views*.
- B. The format shall include subjects and projects, which shall promote the goals of the organization. Members are asked to promote events, activities, and education programs through this media.
- C. The Editor of the Newsletter shall be the Editor with the assistance from the Vice-President for Public Relations, the District Directors and the SCFCL Advisor.
- D. District Director shall forward articles and pictures from county presidents or county representatives that are designated for the upcoming newsletter to Editor for the appropriate issue.
- E. SCFCL President and SCFCL Advisor shall proof the *SCFCL News and Views* before publication.
- F. List of items in Spring Issue: (See News and Views Editor)
- G. List of items in Fall Issue: (See News and Views Editor)
- H. Designated counties for spring issue are:  
Anderson, Aiken, Allendale, Barnwell, Berkeley, Charleston, Cherokee, Chesterfield, Clarendon, Dillon, Dorchester, Fairfield, Georgetown, Greenwood, Hampton, Jasper, Lancaster, Lee, Newberry, Pickens, Saluda, Sumter, Union
- I. Designated counties for fall issue are:  
Abbeville, Bamberg, Beaufort, Calhoun, Chester, Colleton, Darlington, Edgefield, Florence, Greenville, Horry, Kershaw, Laurens, Lexington, Marion, Marlboro, McCormick, Oconee, Orangeburg, Richland, Spartanburg, Williamsburg, York

## SECTION XXII - COURTESY POLICY

It is the membership's responsibility to notify the designated person in the event of illness or death. Counties are encouraged to develop their own Courtesy Policy for their membership.

- A. **Illness**  
In the event a current or past board member is hospitalized the SCFCL Secretary will send a card from the SCFCL Board
- B. **Death**
  1. In the event of a death of a current or past board member, a memorial in his/her name shall be made to the State 4-H Fund or the Buff-Swicegood Travel Study Award Fund authorized by the SCFCL President in the amount of \$25. The SCFCL Secretary shall send a card in the death of a current or past board member's immediate family (spouse, children, mother, and father).
  2. In the event of a death of a FCL member, the county may choose to send a memorial in his/her name from the County to the State 4-H Fund or the Buff-Swicegood Travel Study Award Fund.
  3. In the death of someone outside the FCL community, the SCFCL Board shall make decisions on an individual basis.

- C. Remembrances  
Each News and Views will dedicate a section to remember the names of past FCL members. It is the county's responsibility to notify the News and Views Editor with the deceased name and county for publication.
- D. Funding for memorials for the SCFCL Board will come from the treasury's miscellaneous funds.

**SECTION XXIII - HANDBOOKS**

- A. The handbook shall serve as the SCFCL guide to the state and county officers and chairs.
- B. The members of the Executive Committee and the SCFCL Advisor shall revise the handbook each year.
- C. Copies of the handbook shall be made available to state officers, appointed board members, county presidents, county FCL contacts and one copy for the county office.
- D. Additional copies are available for purchase.

**SECTION XXIV – WEBSITE**

- A. The South Carolina Family and Community Leaders website <http://www.scfcl.com> is the official website for SCFCL.
- B. The SCFCL website shall be linked to the Clemson University Cooperative Extension Service.
- C. The site shall contain an updated handbook, calendar, current forms, and pertinent information relating to SCFCL.

**SECTION XXV - WORKING RELATIONSHIPS AND RESPONSIBILITIES OF THE PARTNERS IN THE RECOGNITION OF MASTER FARM HOMEMAKERS GUILD**

- A. South Carolina Master Farm Homemakers Guild (SCMFHG) responsibilities.
  1. SCMFHG shall set up the standards and prepare the needed forms to be nominated and qualify for the recognition.
  2. SCMFHG shall be responsible for the cost of printing and mailing out nomination forms.
  3. SCMFHG members and nominees for membership shall pay all fees connected with the SCFCL Annual Conference when attending.
- B. Responsibilities of County FCL.  
Each county is invited to submit the name of a FCL member who meets the qualifications for recognition as a SC Master Farm Homemaker. The name should be submitted to the president of the SCMFHG in order to receive the application for membership.

**SECTION XXVI - DISTRICTS**

The state shall be divided into three districts with a District Director, District Program Coordinator, and Advisor in each district. The names of the districts and the counties in each district are as follows:

- Central District: Aiken, Allendale, Bamberg, Barnwell, Calhoun, Chesterfield, Darlington, Fairfield, Kershaw, Lancaster, Lee, Lexington, Marlboro, Orangeburg, Richland and Sumter.
- Coastal District: Beaufort, Berkeley, Charleston, Clarendon, Colleton, Dillon, Dorchester, Florence, Georgetown, Hampton, Horry, Jasper, Marion, and Williamsburg.
- Foothills District: Abbeville, Anderson, Cherokee, Chester, Edgefield, Greenville, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg, Union and York.

**SECTION XXVII - STATIONERY**

Official stationery and envelopes shall be made available for The Board.

**SECTION XXVIII - AMENDMENTS**

- A.** The Policies/Standing Rules shall be reviewed annually by a committee appointed by the President.
- B.** A majority vote of The Board is necessary for amendment.

## 2012 SCFCL Calendar

January 1, 2012 .....	New State Officers and Chairs Assume Duties
January 15, 2012 .....	Dues and Financial Obligations Due to State FCL Treasurer All Articles for Spring Newsletter Due to News and Views Editor
January 30, 2012 .....	SCFCL Board Meeting (SC Farm Bureau, Columbia)
February 15, 2012 .....	SCFCL Newsletter Mailed to all Members
March District Meeting .....	County President's Report Due to SCFCL President List of County Individual Membership Recipients Due to SCFCL President County Education Program Report Due to District Director Education Program Award Books Due to District Director Publicity and Handbook Award Books Due to District Director County Leadership Awards due to District Directors
March 6, 2012 .....	Foothills Spring District Meeting (Oconee)
March 7, 2012 .....	Central Spring District Meeting (Kershaw)
March 8, 2012 .....	Coastal Spring District Meeting (Beaufort)
March 15, 2012 .....	County Nomination Forms for State Office Due to SCFCL President and Nomination Chair
March 15, 2012 .....	SCMFHG Annual Meeting
April 30, 2012 .....	State Education Committee and SCFCL Board Meeting (SC Farm Bureau, Columbia)
April Board Meeting .....	Summary of District Education Reports Due to SCFCL President District Nominations for Leadership Awards Due to Vice President for Public Relations Gold Level District Education Program Award Books Due to Vice President for Program Gold Level District Publicity & Handbook Award Books Due to Vice President for Public Relations
June 11, 2012 .....	SCFCL Board Meeting (SC Farm Bureau, Columbia)
June 1, 2012 .....	Buff-Swicegood Travel-Study Award Applications Due to SCFCL President NVON Project in Common Final Report due to State Project Chair SCFCL State Project Report due to State Project Chair 2012 Voting Delegates Form Due to Teller's Chair
June 15, 2012 .....	All Articles for Fall Newsletter Due to News and Views Editor
July 15, 2012 .....	SCFCL Pre-Board and Conference Committee Meetings
July 16, 2012 .....	2012 SCFCL Conference, DoubleTree by Hilton Hotel Columbia
July 17-19, 2012 .....	2012 NVON Conference, Columbia, South Carolina
August 1, 2012 .....	State FCL Newsletter Mailed to all Members
August 25-28, 2012 .....	NMFHG Convention, Cedar Rapids, Iowa
September 3, 2012 .....	President's Award Checklist Due to SCFCL President
September 17, 2012 .....	Central Fall District Meeting (Lexington)
September 18, 2012 .....	Coastal District Meeting (Charleston)
September 18, 2012 .....	SCMFHG Fall Meeting
September 19, 2012 .....	Foothills District Meeting (Pickens)
September 23-25, 2012 .....	2012 CWC & USA Area Meeting, Manchester, New Hampshire
October 1, 2012 .....	2013 County Officer's Form Due to SCFCL Webmaster
October 22, 2012 .....	SCFCL Board Meeting (SC Farm Bureau, Columbia)

## UPCOMING CONFERENCES

July 16-18, 2013 .....	2013 NVON Conference, Frankfort, Kentucky
September 26-October 2, 2013 .....	2013 ACWW Triennial Conference, Chennai, India
July 14-16, 2014 .....	2014 NVON Conference, Fishers, Indiana
September 25-27, 2014 .....	2014 CWC & USA Area Meeting, Manitowoc, Wisconsin

# 2012

Source: Vertex42.com

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