

General Organizational CEOs Club Policies

Parameters

- Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status.
- The purpose of a club meeting is education, home and community improvement, and friendship.
- Clubs should become informed on political issues but should not endorse political or commercial interests.
- Members cannot officially represent or voice an opinion of the local club, county, or state organization, unless authorization by the governing body has been given.
- A club should keep its standards of business and social activities high and should keep itself out of petty local issues or embarrassing situations.
- A club should not set up artificial barriers to membership or make any local policy not in accord with the county and state policies.
- When a club becomes too large for effective and active participation of members, consideration should be given to organizing a new club.
- Any exhibit or demonstration given in the name of a Community Educational Outreach Service Club should be worthy of the standards upheld in club work.

General Comments

- Recruitment of new members is important.
- Retention of members is needed too.
- Attract potential members through educational topics.
- Encourage personal contact with potential members.
- Mentor high school clubs. To be effective, they must have support of clubs and county council.
- Keep club size manageable.
- Provide child care.
- Be tolerant.
- Continue study of countries and cultures, both domestic and international.



CO&S Club Member and Club Officer

As a Club Member

- Attend meetings.
- Pay dues promptly.
- Observe good parliamentary procedure.
- Be silent while another is speaking.
- Take part in the club willingly; accept responsibilities; be dependable.
- Be loyal to officers.
- Obtain references, etc., for project(s) early in the year.
- Give completed project report to Club Chairperson.
- Share what you learn and materials you receive through club work with others in community.

As a Club Officer

- Learn the responsibilities related to your office.
- Obtain from former officer any previous records and materials that belong to your office.
- Understand and fulfill your particular duties on time.
- Serve on executive committee.
- Attend meetings.
- Attend officer training offered in the county, area, state.
- Attend County Council meetings.

CEOS Club Lesson Leader

Your responsibilities are:

- Volunteer to be a Lesson Leader by selecting the program topic of interest to you and share with members.
- Start to plan as soon as you know the topic you are responsible for. Collect related bulletins, articles, etc., in a large envelope or folder.
- Attend lesson leader training for your topic.
- If unable to attend lesson leader training, make arrangements to pick up materials.
- Plan for your club program.
 - be alert for new material from magazines, books, personal experiences, etc.
 - ask members to bring some illustrative material to the meeting
 - pay special attention to suggested activities in the program leaflet
 - invite a guest to talk on program topic
- Take charge of program topic presentation.
 - lead discussion, giving all an opportunity to take part
 - at close of program, help members to summarize the main points
- Plan a way to follow up your program to determine results.



Club Committee Chairperson

Your responsibilities are:

- Attend county meetings for your committee.
- Plan committee activities that your club needs and would like to do.
- Have a planned committee activity or report at a club meeting at least four times during the year.
- See that these activities are carried out and reported at a designated time. (Remember – it is not the number of activities you do in your committee work, but the quality and results that count.)
- Keep an up-to-date and accurate record each month. A summary of this record is to be made and sent to your county chairperson in November.

As Club Chairperson of a committee, you have an opportunity to contribute much toward the educational program of your club. You can neglect this opportunity or make the most of it.

Recommendations have been made by the State and County Chairpersons. Read the recommendations for your committee very carefully; select the ones that apply to your club and then decide on how your club will act on them. You are not expected to do every one of the recommendations. Neither are you limited by these recommendations. If you can think of other activities that would strengthen and add interest to your club work, don't hesitate to use them in your program.

When your committee decides which goals they wish to achieve, you would be wise to make a list of them. All members should work together to reach the goals. Again, the committee chairperson sets the pace to achieve the goal with all members contributing.

Club Committee Chairpersons can receive additional assistance from County Chairpersons and/or State Committee representatives from their area.

Duties of Club Officers

Duties of the President

- Preside at all regular and special meetings.
- Appoint all committees and be an ex-officio member of all committees except the nominating committee.
- Represent the club at County Council and other meetings.
- Check on meeting arrangements and program responsibilities for each meeting.
- Be sure all guests and new members are officially introduced and understand the club's objective.

Other suggestions

- Have an agenda.
- Communicate with members.
- Involve the Vice President and other officers.
- Have a working relationship with the county Extension agent.
- Share written correspondence and information about county, regional, state, and national events with club members.

Duties of the Vice President

- Preside at meetings in the absence of the President.
- Help the President plan for special meetings.
- Coordinate activities of the committees.
- Fill position of other absent officers (Treasurer and Secretary).
- Attend county and state meetings in absence of the President.

Another suggestion

- Have the Vice President conduct one meeting a year.

Duties of the Secretary

- Keep accurate minutes of all meetings.
- Conduct the correspondence of the organization.
- Keep roll of members attending meetings.
- Forward minutes to successor.

Duties of the Treasurer

- Keep an itemized account of all club receipts and disbursements.
- Be prepared to report the amount of money in the treasury at any time.
- Collect annual dues and send appropriate amount to county Treasurer.
- Pay out money only on authorization of the club.
- Have the books audited every two years.

Duties of the Reporter

- Write accurate and interesting news articles for the local papers (these articles include club meetings and special events).
- Use all available means to inform the public of the work of your club.

CEOS Club Checklist

Complete the following checklist to determine if your club meets the West Virginia CEOS Club Requirements, which your club must meet to be

CEOS Club Name: _____

CEOS Club Address: _____

CEOS Leader Completing Checklist: _____

| CEOS Club Criteria | Meets Requirement |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Has a current set of by-laws. | |
| Has an updated Membership Form for membership database consistency. | |
| Has obtained \$5.00 club fee from each member. | |
| Has a list of current officers. | |
| Has worked out monthly agenda and minutes are taken for each meeting. | |
| <p>The meetings should incorporate the two following items:</p> <ol style="list-style-type: none"> 1. <i>Educational Topic</i> – the main reason for the club’s existence, if it is going to meet its educational objectives. 2. <i>Business</i> – accomplish the objectives of the club in a smooth, orderly fashion that allows the wishes of the members to be carried out without getting bogged down in endless discussion. Knowledge of basic elements of parliamentary procedure on the part of every member is necessary. | |
| Has established money handling procedures and accounts all in keeping with the financial management best practices. | |
| Has an annual club budget or template for creating the budget. | |
| Has an annual plan listing club programs, community service, fundraising. | |
| Has obtained the Assurance of Compliance Form and filed it in county office. | |
| <p>Has WVU Extension Agent’s signed recommendation that certifies the club has:</p> <ol style="list-style-type: none"> 1. All required documents on file 2. Understands how to plan and conduct effective meetings 3. Understands how to carry out appropriate club projects and programs 4. Understands how to create approved club fundraisers 5. Understands how to manage funds | |

WVU Extension Agent’s Signature: _____ Date: _____

**A copy of this completed Checklist is to be sent to the State President by December 1 each year, along with the WVU Extension Agent WVCEOS Responsibilities Agreement.*