

**WASHINGTON COUNTY ASSOCIATION FOR  
HOME AND COMMUNITY EDUCATION  
BY-LAWS**

**AMENDED OCTOBER 2013**

ARTICLE I - Name

The name of this organization shall be the Washington County Association for Home and Community Education (WCAHCE).

ARTICLE II - Object

To promote and extend education aimed toward improved family and community living in cooperation with Family Living programs, Cooperative Extension, University of Wisconsin-Extension.

ARTICLE III - Non-Profit Educational Organization

This is a non-profit educational organization. Any funds received by the association for carrying out its purposes shall not accrue to the benefit of individual members. Should the county organization disband for some unforeseen reason, any assets should go to a worthy cause or organization.

ARTICLE IV - Membership and Dues

Section 1        Membership is open to all persons without regard to race, color, sex, age, handicap, religion, national origin or economic circumstances.

Section 2        Any local group who wishes to become members of WCAHCE shall take the following steps:  
a. notify County President or Family Living Educator that they want to participate.  
b. read, discuss and subscribe to the WCAHCE By-Laws and Standing Rules.

Section 3        Association Individual Membership  
Any person who wishes to join but not be a member of a local club, can be an individual member. The individual member will receive a program book, newsletter and can attend project meetings and receive training materials but they do not have a vote at any association meeting. However, individual members may voice opinions through their designated center chair.

Section 4        Dues  
Each club member shall pay yearly county dues to the club Treasurer who will forward promptly to County Treasurer by November 1. The County Treasurer will send designated state dues to the State Treasurer and District dues to the Southeast District Treasurer. Amount of county dues shall be recommended by Board of Directors and approved by the Association.

Section 5        Association Membership  
a. Membership at Large.  
b. Members of the Board of Directors.  
c. County Educational Chairpersons or appointed designee.  
d. The Extension Family Living Educator is a member ex officio.

ARTICLE V -- Officers, Center Chairperson and Their Elections

Section 1 The officers of the WCAHCE shall consist of the Executive Committee of the Board of Directors:

- a. President
- b. Vice President/Co-President\*
- c. Secretary
- d. Treasurer
- e. All Center Chairs/Co-Chairs

\*The Vice-President position may be held as a Co-President position.

Section 2 Officers shall serve for a term of two years beginning January 1. The President and Secretary shall serve their terms simultaneously and the Vice President and Treasurer shall serve their terms simultaneously, on an alternating yearly schedule

Section 3 There shall be Center Chairpersons; each representing one of the centers in Washington County. Each Center Chairperson shall serve as a member of the Board of Directors representing the center for a term of two years; not to exceed two consecutive terms (4 years) unless approved by the membership of the Center.

Section 4 Local club officers will be elected from among members of their club.

ARTICLE VI -- Duties of Officers and Center Chairperson

Section 1 President

- a. help plan and preside at WCAHCE meetings, regular or special.
- b. sees that the Association is represented at all County Extension District and State meetings requiring such representation.
- c. appoints Educational Chairpersons and other necessary committees.
- d. assumes such other duties as are usual for this office.

Section 2 Vice President/Co-President

- a. shall assist and substitute for President or Secretary in case of their absence.
- b. coordinate planning and implementing of public policy education and shared leadership programs.
- c. serves as liaison to appointed committees.
- d. serves as chair of the annual Scholarship Committee.

Section 3 Secretary

- a. keep all records and minutes of meetings and submits a copy of same to Family Living Educator and Board President.
- b. keeps official correspondence of the organization.

Section 4 Treasurer

- a. keep record of all money received and paid out.
- b. sends official thank you's for receipt of donations to WCAHCE
- c. gives written report at Board of Directors meetings.
- d. shall serve as Chairperson of the Budget Committee and shall submit the budget to the Board of Directors for acceptance.
- e. financial records should be audited by committee appointed by President in January.
- f. financial records shall be audited in the event of change in the office of treasurer.

- Section 5 Center Chairpersons
- a. shall attend Board of Directors meetings.
  - b. shall help plan and preside at meeting in center.
  - c. are encouraged to visit each club in center once during term of office.
  - d. shall appoint 2 Scholarship Committee representatives from center.
  - e. chair planning committee to host Spring event or Fall Association Meeting according to rotation.
  - f. shall be the liaison through which individual members may voice their opinions to the Board of Directors. The center chair will then relay that information at the next HCE Board of Directors meeting as part of their center report.

#### ARTICLE VII - Meetings

- Section 1 Association Meetings
- a. an annual association business meeting shall be held once a year in the Fall. The order of business shall be determined by the Board of Directors.
  - b. other meetings of the Association or Board of Directors will be arranged as needed.
  - c. to do business, a quorum shall consist of representation from at least one-half of organized groups.

- Section 2 Purpose of Meetings of Board of Directors
- a. discusses WCAHCE Program for coming year.
  - b. completes the plans for coming county events.
  - c. discusses all pertinent business.
  - d. conduct business meeting.

- Section 3 Attendance
- a. all Presidents or appointed designee of local groups are expected to attend all meetings of the Association.
  - b. any person representing a group not yet members of the Association, but interested in WCAHCE, will be welcome at the meetings.
  - c. Educational Chairpersons will be expected to attend Association meetings.

#### ARTICLE VIII – Board of Directors

- Section 1 The Board of Directors shall consist of the President or appointed designee of each club. Terms for the Board of Directors begin January 1 of each year for one year.
- Section 2 The officers, (President, Vice-President/Co-President, Secretary and Treasurer) shall be elected by the Board of Directors at the last meeting of the year. The officers and Center Chairs shall make up the Executive Committee.
- Section 3 The Executive Committee, together with the Family Living Educator shall act for the Board of Directors on matters requiring immediate attention.
- Section 4 The Family Living Educator shall serve as liaison to the Board of Directors.
- Section 5 It shall determine the policies and plans for the Association, conduct all business of the Association during the interim between Association meetings and plans programs of work with Educational Chairperson.
- Section 6 Each club represented on the board of Directors shall have one vote cast by the club president or designee in attendance at the Board of Directors Meeting.

## ARTICLE IX -- Educational and Committee Chairperson

- Section 1 State educational program areas are: International; Cultural and Textile Arts; Family Life; and Membership and Marketing.
- Section 2 Educational and Committee Chairpersons to be appointed by the President of the Board of Directors with the approval of the Board of Directors.
- Section 3 They may have a committee of two or three people to work with them in their respective areas.
- Section 4 The Chairperson will be expected to attend any District or State workshop or meetings that pertain to their educational area. If they cannot attend, they shall appoint one of the members to take their place.
- Section 5 The Chairpersons will bring suggestions to a program planning meeting where the year's program will be planned out.
- Section 6 The year's proposed program will be presented to the Board of Directors for approval.
- Section 7 Then it will be the job of the Educational Chairperson and Committee to finalize their plans for each program and see that they are carried out.
- Section 8 Expenses for Educational Chairpersons need to be approved by the Board of Directors.

## ARTICLE X -- Committees

- Section 1 Program Planning Committee  
a. Method of program planning determined annually by the Board of Directors and Family Living Educator.
- Section 2 Scholarship Committee  
a. Scholarships shall be awarded to WCAHCE members or extended family of members of WCAHCE who are deserving high school graduates who plan to continue their education at some accredited college or vocational school. Current WCAHCE members are to be in good standing (i.e., dues paid as of November deadline for membership enrollment for the next calendar year.)  
b. The number of scholarships to be awarded shall be announced each year contingent on the amount of money collected each year.  
c. The chairperson of the committee shall be the Vice President/Co President.  
d. Each Center Chairperson shall appoint 2 scholarship representatives each year by April 1 to attend any necessary meetings. The scholarships are to be presented at the WCAHCE Spring meeting.  
e. The scholarship money shall be given to recipients after receiving evidence of registration for each semester.  
f. Applicants' relatives are not eligible to serve on the Scholarship Committee.
- Section 3 Budget Committee  
a. The Treasurer shall serve as Chairperson and shall submit the budget to the Board of Directors for approval.  
b. Additional members shall be appointed by the President.

## ARTICLE XI -- Authority in Parliamentary Law

The rules contained in Robert's Rules of Order-Newly Revised shall govern this organization in all cases where it is applicable.

## ARTICLE XII -- Amendments

The By-Laws may be amended at any regular meeting of the Association by majority vote.

### STANDING RULES

1. Expenses for WCAHCE Executive Committee and County Educational Chairpersons:
  - a. mileage guidelines - S.E. District 1 car, State up to 3 cars
  - b. postage, long distance calls incurred by an Educational Chairperson or Committee Chairperson shall be paid by Treasurer.
  - c. expenses incurred by above must be submitted to County Treasurer within 30 days on approved voucher for payment with Board approval. Any expenses incurred during the year and not submitted within 30 days, shall not be paid.
2. Delegates
  - a. One voting delegates shall be expected to attend all district and state meetings. The County President is one of the official delegates to all District and State meetings. If the President is unable to attend, she will appoint her proxy. The second voting delegate shall be the Vice-President, Secretary or Treasurer, in that order. If these officers are unable to attend, a proxy from the Board of Directors shall be appointed by the President.
  - b. Reports must be given by voting delegate at appropriate meetings.
3. The Board of Directors, Educational and Committee Chairpersons shall be encouraged to attend the State Conference and S.E. District meetings.
4. Newly elected Executive Committee members and appointed Educational and Committee Chairpersons shall receive from the outgoing Executive Committee members and Educational and Committee Chairpersons all pertinent information.
6. Names, addresses and terms of office of club officers and Educational and Committee Chairpersons are to be reported to the Center Chairperson and Extension Family Living Educator by September 30.
7. Annual dues shall be based on the current budget with approval of the Board of Directors and voted on at the Fall Association meeting by the delegates of all clubs.
8. Promote HCE Conference and College Week.
9. Encourage subscribing to Update Magazine at least one per club.
10. Standing rules may be changed by vote of the Washington County Board of Directors.