

MANITOWOC COUNTY ASSOCIATION FOR HOME
AND COMMUNITY EDUCATION
BY LAWS

ARTICLE I: Name

The name of this organization shall be the MANITOWOC COUNTY ASSOCIATION FOR HOME AND COMMUNITY EDUCATION, hereinafter referred to as the Manitowoc County HCE . The Manitowoc County Association for Home and Community Education, is affiliated with the Wisconsin Association for Home and Community Education.

ARTICLE II: Functions of the Manitowoc County HCE

1. To promote and extend education aimed toward improved personal, family and community living in cooperation with Cooperative Extension programs of the University of Wisconsin Extension.
2. To extend leadership to local club members and individual members, in the formulation and implementation of the association's educational programs.
3. To encourage the active participation of all members in carrying out the business and program of the association.

ARTICLE III: Not-For-Profit Education and Charitable Organization

The Manitowoc County HCE is a not-for-profit, educational and charitable organization. Any funds received by the association for carrying out its purpose, shall not accrue to the benefit of individual members. Any county club and individual so desiring and meeting the necessary requirements, shall become a subordinate of the Manitowoc County HCE and Wisconsin Association for Home and Community Education, for Federal Internal Revenue group exemption purposes.

ARTICLE IV: Dissolution

Upon the dissolution of the Manitowoc County HCE and after paying or making provisions for the payment of all the liabilities of the organization, the Executive Board is directed to assign all assets to a Manitowoc County Youth Educational organization, which at the time qualifies for exemption under Section 501 (C)(3) of the Internal Revenue Code.

ARTICLE V: Membership and Dues

1. Manitowoc County HCE does not discriminate by sex, age, race, color, handicap, religion, or national origin.
2. Any club or individual member, which has requested organizational status and works cooperatively with the Manitowoc County HCE and the University of Wisconsin Extension, shall be eligible for active membership by subscribing to the bylaws and standing rules of the Manitowoc County HCE and paying membership dues.
3. Dues are \$11.00 per member annually \$5.00 for state dues, \$5.25 for county dues and 75 cents for East District dues). The annual dues of the clubs and individual members, shall be made payable to Manitowoc County HCE and sent to the Manitowoc County HCE treasurer, by December 1. Additional newsletter fees may be charged as deemed necessary.

- 4. The Executive Board will annually review the organization's finances and propose an increase in the dues, if warranted.
- 5. Each individual holding membership in the Manitowoc County HCE shall be entitled to vote at the association meetings.

ARTICLE VI: County Officers and Their Elections

1. The officers of the Manitowoc County HCE shall be: President, President-elect, Secretary, Treasurer, Vice-president of Programming, and Vice-president of Community Outreach. These officers shall be elected and installed at the annual fall association meeting for a term of two years each. The President-elect shall be elected one year before the expiration of the President's term and shall succeed to the Presidency. All candidates must have been a member of the Manitowoc County HCE or the Wisconsin Association for Home and Community Education for at least two years. Officers may succeed themselves for one additional term, or until their successor is elected.

2. There will be four centers-- North, West, East and South. Each center shall appoint a coordinator, who shall serve as a member of the Manitowoc County HCE Executive board, representing their respective center for a term of two years. If necessary, co-coordinators are permitted, but each center shall have 1 vote. Installation shall occur at the annual fall association meeting. Center coordinators must have been a member of the Manitowoc County HCE for at least two years and shall be eligible to succeed themselves for one additional term, or until their successor is named.

3. Nominations and Election

Even Years

President	Install
Secretary	Elect and Install
Vice-president of Programming.....	Elect and Install
North Center Coordinator	Install
West Center Coordinator.....	Install

Odd Years

President-elect	Elect and Install
Treasurer	Elect and Install
Vice-president of Community Outreach	Elect and Install
East Center Coordinator	Install
South Center Coordinator.....	Install

4. The Nomination Committee shall consist of all of the Center Coordinators and others, as appointed by the county president. A member of the Manitowoc County HCE Executive Board, shall chair the committee. The Nomination Committee shall secure one or two qualified candidates for each office. This rule may be changed by Executive Board action.

5. All candidates shall be contacted for their consent, before their names are submitted and will be notified if they are nominated. Their names will then appear on the ballot.

6. Additional nominations may be made from the floor by any voting member, at the meeting in which the election is to be held, provided written or verbal consent is secured from the qualified candidate.

7. Elections shall be by ballot or show of hands and require a majority of votes cast. In case of a tie vote, the president shall cast the deciding ballot. Term of office will begin January 1 following the election.

8. Vacancies occurring between regular meetings of the Manitowoc County HCE shall be filled as follows: Office of President by Vice-president of Programming until the next presidential election, except the year a president-elect is serving. The association president shall fill other offices by appointment, until the next annual fall association meeting.

ARTICLE VII: Manitowoc County HCE meetings

1. At least one meeting of the association shall be held annually, in the fall.
2. Other meetings may be arranged as needed.
3. To conduct business, a quorum shall consist of representation from each Center in the county.
4. All association members in attendance, will vote.

ARTICLE VIII: Manitowoc County HCE Executive Board

1. The Executive Board shall give direction to this association, offer leadership for educational programs, transact business and determine the policies, procedures and plans for the organization.
2. The voting members of the Executive Board shall consist of:
 - a. Elected officers of Manitowoc County HCE.
 - b. All Center Coordinators and Co-coordinators.
3. Any State or East District officer who is a member of Manitowoc County HCE shall be an advisory member of the board.
4. Any member of the Manitowoc County HCE shall have the right to appear before the Executive Board, at any time, to state any grievance, or urge special action on any matter, pertaining to the welfare of the association.
5. A quorum of the Executive Board shall consist of one-half or more of its voting members.

ARTICLE IX: Authority in Parliamentary Law

The rules contained in the latest editions of Roberts Rules of Order, Newly Revised shall govern this organization.

ARTICLE X: Amendments

The bylaws may be amended at any regular meeting of the Manitowoc County HCE, by a majority vote of the ballots cast, provided notice of proposed amendments have been sent to the members prior to the time of voting.