

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

**AMENDED OCTOBER 2005**

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 council 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 leader training meeting and receive training materials they do not have a vote at a council meeting.

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 Executive Board and approved by the Council.

- Section 5 Council Membership
- a. Members of Executive Board.
  - b. The Chairperson or President of any local group in the county who are actively engaged in some phase of the WCAHCE program.
  - c. Secretaries of any and all local groups.
  - d. County Educational Chairpersons.
  - e. 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 Council shall consist of:
- a. President/Co-President\*
  - b. Vice President
  - c. Secretary
  - d. Treasurer

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

- Section 2 A President-Elect shall be elected one year before the expiration of the President's term (of which the President will only serve 1 term (2 years) not to succeed oneself).

The term for each remaining officer will be two years. No remaining officer shall serve more than two consecutive terms (4 years) unless approved by the membership at the Fall Council.

There shall be a year between all offices held.

- 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 Executive Board 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 Nomination and Election
- a. The nominating procedure for choosing officers shall be as follows: Nomination blanks will be sent to each club who in turn shall choose one candidate for each position open in their area from their club membership. The names of officers, with qualifications, will be listed on the nomination blank and returned to the County Extension Office by September 30. If there are more than three nominees for each county office, three Executive Committee members may be called in to review and select the three final nominees.
  - b. At the Fall Council meeting, nominees' names for officers will be presented; at which time the two delegates from each club shall vote. Each club shall have two votes.
  - c. The nominating procedure for Center Chairpersons is as follows: clubs in centers electing Chairperson that year will send their nomination to their present Chairperson. If there are more than 3 nominees, the Center Chairperson

will appoint a Nominating Committee of 3 (each from a different club) to study and select 3 nominees. At the Fall Council meeting, these 3 nominees will be presented for center voting.

d. All club members from that center will be eligible to cast ballot votes for their Center Chairperson.

e. Installation of the new officers and chairpersons will take place immediately after the election.

Section 5 Local club officers will be elected from among members of their club.

Section 6 Election of Officers

a. President-Elect and Secretary shall be elected in odd-numbered years.

b. Vice-President and Treasurer in even-numbered years.

c. Center Chairpersons shall hold office for 2 years and no more than 2 consecutive terms (4 years) unless re-elected by a majority of the center.

Section 7 Vacancies occurring between elections of the council shall be filled as follows:

a. office of President by Vice-President until the next presidential election, except year President-Elect is serving.

b. other offices and Center Chairpersons shall be filled by appointment by the President with the Executive Board approval until the next election.

In case of any unforeseen circumstance in vacancy of both President and Vice-President, the Executive Board shall appoint a President.

#### ARTICLE VI -- Duties of Officers and Center Chairperson

Section 1 President/Co-President

a. help plan and preside at WCAHCE meetings, regular or special.

b. sees that the Council 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

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 President-Elect/Co-President-Elect

a. will serve one year on the Board prior to regular term of President as a non-voting member.

Section 4 Secretary

a. keep all records and minutes of meetings and submit a copy of same to the Family Living Educator. County President, Southeast District Director

and State President following each meeting of the Council or Executive Board.

- b. a brief digest of the Secretary's minutes following each meeting of the Council to each local club represented on the council via the President's Notes (Roots and Branches). This should be read at the next local club meeting.

- Section 5      Treasurer
- a. keep record of all money received and paid out and gives a report upon request.
  - b. gives oral report at Council meetings and Executive Board meetings.
  - c. shall serve as Chairperson of the Budget Committee and shall submit the budget to the Council for acceptance.
  - d. financial records should be audited by committee appointed by President in January.
  - e. financial records shall be audited in the event of change in the office of treasurer.

- Section 6      Center Chairpersons
- a. shall attend Executive Board meetings and one special training meeting at the beginning of the year.
  - b. shall help plan and preside at meeting in center.
  - c. shall visit each club in center once during term of office.
  - d. shall appoint an assistant Center Chairperson to assist with these duties. This assistant Chairperson shall hold office for one year and shall be selected from members. This assistant Chairperson should not be from the same club as the Chairperson. Each club should have a volunteer ready to serve if called upon.
  - e. shall appoint a Scholarship Committee representative from center.
  - f. shall appoint a representative from center to aid Educational Chairpersons, if needed.
  - g. chair planning committee to host Spring event or Fall Council Meeting according to rotation.

## ARTICLE VII - Meetings

- Section 1      Council Meetings
- a. an annual council business meeting shall be held once a year in the Fall. The order of business shall be determined by the Executive Board.
  - b. other meetings of the Council or Executive Board 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 Council
- a. discusses WCAHCE Program for coming year.
  - b. completes the plans for coming county events.
  - c. discusses all pertinent business.
  - d. conduct business meeting.
  - e. election of county officers at Fall Council meeting.
  - f. training meeting for club officers and club educational chairpersons.

- Section 3      Attendance
- a. all Presidents and Secretaries of local groups are expected to attend or to send a substitute to all meetings of the Council. It is up to the local club to decide if newly elected or retiring officers should attend.
  - 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 Council meetings.

ARTICLE VIII -- Executive Board

- Section 1 The Executive Board shall be composed of the officers of the Council (4 or 5) -- President/Co-President, Vice-President, Secretary and Treasurer; the Center Chairpersons and Educational and Committee Chairpersons. The President/Co-President-Elect shall serve as a non-voting member prior to term of office.
- Section 2 The Executive Board, together with the Family Living Educator. shall act for the Council on matters requiring immediate attention.
- Section 3 The Family Living Educator shall serve as advisor to the Executive Board.
- Section 4 It shall determine the policies and plans for the Council, conduct all business of the Council during the interim between Council meetings and plans programs of work with Educational Chairperson.

ARTICLE IX -- Educational and Committee Chairperson

- Section 1 State educational program areas are: International; Cultural and Textile Arts; Young Family Education; and Marketing.
- Section 2 Educational and Committee Chairpersons to be appointed by the County President.
- Section 3 They would serve for two years as Educational or Committee Chairperson alternating terms so that only half or four Chairpersons, are new each year.
- |                               |                            |
|-------------------------------|----------------------------|
| <u>Group 1</u> (even years)   | <u>Group 2</u> (odd years) |
| Marketing (PR and Membership) | International              |
| Cultural and Textile Arts     | Young Family Education     |
- Section 4 They shall have a committee of two or three people to work with them in their respective areas.
- Section 5 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 6 Each committee will study the State Program of Work and the needs in their county and decide on a program based on these needs.
- Section 7 The Chairpersons will bring these suggestions to a program planning meeting where the year's program will be planned out.

- Section 8      The year's proposed program will be presented to the Executive Board for approval.
- Section 9      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 10     Expenses for Educational Chairpersons need to be approved by the Executive Board.

#### ARTICLE X -- Committees

- Section 1      Program Planning Committee
- a. Method of program planning determined annually by the Executive Board members 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.
- 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.
- d. Each Center Chairperson shall appoint a scholarship representative each year by April 1 to attend any necessary meetings. The scholarships are to be presented at the WCAHCE Spring Council 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 Council 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 Council by majority vote.

### STANDING RULES

1. Expenses for WCAHCE Executive Board and County Educational Chairpersons:
  - a. mileage, according to current conditions and lunch - S.E. District
  - b. registration for Chairperson, one voting delegate, mileage, registration

and lunch- State

c. postage, long distance calls incurred by an Educational Chairperson or Committee Chairperson, shall be paid by the County Council.

d. expenses incurred by above must be submitted to County Treasurer on approved voucher for payment with Board approval. Any expenses incurred during the year and not submitted by December 30 of each year, 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 Executive Board shall be appointed by the President.

b. Reports must be given by voting delegate at appropriate meetings.

3. The Executive Board and Educational and Committee Chairpersons shall be entitled to attend the State Conference and S.E. District meetings each year.

4. All newly elected and outgoing officers shall attend the January Board meeting following the Fall Council.

5. Newly elected Executive Board members and appointed Educational and Committee Chairpersons shall receive from the outgoing Executive Board members and Educational and Committee Chairpersons all pertinent information at the January Board meeting after the Fall Council meeting.

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 Executive Board and voted on at the Fall Council meeting by the delegates of all clubs.

8. WCAHCE Historian may be appointed by the president with approval of the Executive Board.

9. Promote HCE Conference and College Week.

10. Encourage subscribing to Update Magazine at least one per club.

11. Standing rules may be changed by vote of the Washington County Executive Board.