



Wisconsin Association for Home and Community Education, Inc.

GUIDELINES FOR FORMING A NEW COUNTY HCE ASSOCIATION

Contact the Wisconsin Association for Home and Community Education, Inc., (WAHCE) President and Membership Chair to ask for sample newsletters, bylaws, annual reports, and current dues for the state and districts. Look through that material to get an idea of what the state organization does and how some of the counties operate. Then if it is decided that you would like to become part of WAHCE, the following are a few suggested steps.

1. Gather a number of interested people and call an organizational meeting.
2. Form a bylaws committee. (See sample county bylaws)
3. Determine annual dues which need to include dues for your county, WAHCE state dues and district dues. Most county dues are between \$10.00 and \$15.00.
4. Form clubs and enroll members, using the "Membership Roll" form on the WAHCE website www.wahceinc.org. Send enrollment list and dues to the WAHCE State Treasurer.
5. Elect officers and committee chairs according to the bylaws you have written. It is recommended that counties have at least a President, Secretary, and Treasurer along with whatever committee chairs you choose. However, we some counties have a combined Secretary/Treasurer.
6. You will need to apply for a federal tax identification number. The WAHCE Treasurer can advise you on that. (You will find phone numbers for all officers, directors, and chairs in the *Communicator* which is enclosed and on the WAHCE website.)

Just a few of the many opportunities WAHCE offers:

- You do not need to have a committee for every state committee.
- Contributing to early childhood literacy through participation in the Wisconsin Bookworms project
- WAHCE has a District Director for your area who would be delighted to come and help out.
- Included with your WAHCE Membership, is the 501(c)3 charitable organization status.
- Membership in WAHCE makes you a member of ACWW (Associated Country Women of the World) and NVON, (National Volunteer Outreach Network) which is our national organization.
- Excellent programming comes to the counties from WAHCE through Extension state teams.
- A state conference every year where there are many learning opportunities, craft workshops, cultural arts show, speakers, and fun.
- The UPDATE, the WAHCE newsletter, which is published four times a year.