

**STANDING RULES**  
**Door Association for Home and Community Education**  
**Revised and Approved 10/22/19**

**1. GENERAL INFORMATION**

The fiscal year begins January 1 and ends December 31.

All officers and club presidents shall attend all Association and Executive Board meetings, unless notification of absence is given to the Extension Office.

They shall assume duties appropriate for the office and refer to the guidelines of the Wisconsin Association for Home and Community Education (hereafter "WAHCE").

All officers are encouraged to attend District and State meetings of WAHCE.

At the end of term, each officer shall pass all files and records of the office to their successor.

The Spring County Association meeting will be held in Sturgeon Bay and the Executive Board will be in charge of refreshments. The Fall County Association meeting will be held in either a North or South location and the responsibility for hosting the event will rotate among clubs. The rotation schedule shall be listed in County handbooks.

**2. DUTIES OF COUNTY OFFICERS**

**The President shall:**

- Plan and preside at all County Association meetings and follow parliamentary procedure for such meetings. The term of office for President is three (3) years which may be repeated.
- Represent the County Association at all other meetings requiring such representation (i.e. Northeast District and State Conference) and report to the membership. If not able to attend, an alternate should be appointed.
- Appoint committees as required by the By-Laws and request a report from committee chairpersons at County Association and Executive Board meetings.

**The President Elect shall:**

- Serve a one (1) year term in training for the Presidential term.
- Assume the duties assigned by the President and preside at meetings in case of the absence of the President and Vice Presidents.

**The Vice President Family and Community Life shall:**

- Serve a three (3) year term with the option of additional three (3) year terms.
- Preside at meetings in case of the absence of both the President and Vice President Programs.
- Work with the Executive Board to develop and implement County Association policy.
- Serve as Chair of the Fair Booth committee.
- Work with County Association Vice President Programs and the Door County UW Extension Educator in planning and implementing the County Association education program, with the approval of the Executive Board.
- Attend the WAHCE State Conference Educational Programs, or send a substitute, to look for program ideas to implement at the county and club level.
- Attend District meetings and State Conference for training or send a substitute.

**The Secretary shall:**

- Serve a three (3) year term with the option of additional three (3) year terms.
- Keep all records and minutes and submit a copy of the minutes to Door County President and Door County UW Extension promptly following each meeting of the County Association or Executive Board. Minutes will be published in the County Association Newsletter.
- Keep the County Association historical records.
- Attend District meetings and State Conference for training or send a substitute.

**The Treasurer shall:**

- Serve a three (3) year term with the option of additional three (3) year terms.
- Receive, bank, and disburse all monies and handle all financial matters of the County Association, including a year-end financial statement and budget.
- Pay only those itemized bills, which have been approved by action of the Executive Board or are budgeted items. Items less than \$25 may be approved by the President.
- Prepare a financial report for County Association meetings and publish a year-end financial statement.
- Verify membership totals per dues received.
- Send reminder notices to all clubs that have not paid dues by December 1<sup>st</sup>.
- Maintain and disburse all scholarship funds.
- Provide information for required annual audit.
- Attend District meetings and State Conference for training or send a substitute.

**The Programs Committee shall:**

- Work with County Association and the Door County UW Extension Educator in planning and implementing the County Association education program, with the approval of the Executive Board.
- A representative of the Committee shall attend the WAHCE State Conference Educational Programs to look for program ideas to implement at the county and club level.
- Help identify needs of the County after consulting with County Association club members.
- Supply ideas and information for programs to local clubs.
- Attend County Association and Executive Board Meetings to report on programs held and development of future programs.

**The Cultural Arts Coordinator(s) shall:**

- Serve a three (3) year term with the option of additional three (3) year terms.
- Implement a County Association Cultural Arts program and a County Association Cultural Arts contest.
- Serve as chairman of the Educational Day committee.
- Attend District meetings and State Conference for training or send a substitute.

**The Membership/Marketing Coordinator shall:**

- Serve a three (3) year term with the option of additional three (3) year terms.
- Serve as a catalyst for reaching out to new members, maintaining membership and organizing new clubs.
- Serve as chairperson of the Newsletter Committee.
- Publicize educational and community service projects of the County Association.
- Prepare articles about interesting County programs and activities for publication in UPDATE and send to the UPDATE Editor in typed form.
- Promote sale of UPDATE and WAHCE promotional material to members, officers and clubs.
- Attend District meetings and State Conference for training or send a substitute.

**The International Coordinator shall:**

- Serve a three (3) year term with the option of additional three (3) year terms.
- Increase the understanding of all people of the world through study and cooperation with organizations having the same goals.
- Promote the collection of Pennies for Friendship and the activities of the Associated Country Women of the World (ACWW), the Country Women's Council (CWC) and the National Volunteer Outreach Network (NVON).

**The Wisconsin Bookworms Coordinator shall:**

- Serve a three (3) year term with the option of additional three (3) year terms.
- Contact Day Care Centers and Head Start to find out how many sets of books needed for the coming year.
- Order books and coordinate volunteer mentor readers.
- Organize fundraising events and activities to support the Wisconsin Bookworms Program.

**The Clubs Chairing Events shall:**

- Include a club and its President.
- Plan and coordinate the Fall County Association meeting or Spring Recognition Banquet, according to the rotation schedule as follows:

**SPRING**

2019 Apple Polishers  
2020 Home-Mades  
2021 Harbor Ettes  
2022 East Maplewood  
2023 Sister Bay Sew & Sews  
2024 Sevastopol & Door County Hispanics

**FALL**

Sister Bay Sew & Sews  
Sevastopol  
Apple Polishers  
Home-Mades & Door County Hispanics  
Harbor Ettes  
East Maplewood

- Report activities and concerns at all County Association and Executive Board meetings.
- Serve as members of the nominating committee.

**3. APPOINTED POSITIONS**

All appointed Coordinators shall attend all County Association and Executive Board meetings unless notification of absence is given to the Door County UW Extension office. They shall assume all responsibilities as outlined in the By-Laws and Standing Rules and present reports as requested to the Executive Board and County Association and submit an annual written report to the Vice President Programs or appropriate County officer.

At the end of a term, all files, reports and records pertaining to the position shall be passed on to the successor.

**4. SPECIAL PROJECT COMMITTEES**

- a) An Educational Day Committee shall consist of the Cultural Arts Coordinator(s) (as chair(s) and volunteers from the membership. The committee shall plan and implement an Educational Day at least every other year.
- b) A Fair Booth Committee shall consist of the Vice President Family & Community Life (as chair) and volunteers from the membership. The committee shall plan and implement a County Association booth at the Door County Fair.
- c) Other special project committees can be convened by the Executive Board as the need and interest arises.

**5. EXPENSES**

- a) The President or an alternate shall be a delegate to the WAHCE Annual Conference. The registration fee, expenses and mileage up to \$160 shall be paid for the President or alternate each year. Registration fee for the Spring and Fall District meetings shall be paid for the President or alternate.
- b) The Secretary, Treasurer, Vice President Programs and Vice President Family and Community Life, when attending a workshop pertaining to their office at WAHCE Annual Conference, shall be paid up to \$160 for registration fee, expenses and mileage each year as applicable. Registration fee for the Spring and Fall District meetings shall be paid for the Secretary, Treasurer, Vice President Programs and Vice President Family and Community Life.
- c) The Cultural Arts Coordinator(s) or designee should also attend the WAHCE Annual Conference/Cultural Arts Show, whenever possible and be paid for registration fee, expenses and mileage up to \$160. (If there are Co-Coordinators, only one payment of up to \$160 will be made.)
- d) The Membership/Marketing, and International Coordinators or their alternates, when attending a workshop pertaining to their office at the WAHCE Annual Conference, shall be paid up to \$160 for registration fee, expenses, and mileage each year as applicable. Registration fee for the Spring and Fall District meetings shall be paid.
- e) The Wisconsin Bookworms Coordinator when attending a workshop pertaining to their office at WAHCE Annual Conference, shall be paid up to \$160 for registration fee, expenses and mileage each year as applicable from the County Association Wisconsin Bookworms funds. Registration fee for the Spring and Fall District meetings shall be paid.
- f) Mileage for any officer attending the Spring and/or Fall District meeting shall be paid, at the District/State mileage rate, to the driver(s) of up to two cars.
- g) If an officer holds more than one office, the officer may receive payment for attending the WAHCE Conference for only one office.

- h) Books of stamps and phone cards can be purchased by the County Treasurer for officers to cover correspondence costs incurred for HCE County Association business.
- i) All expenses are paid at the discretion of the Executive Board and bills must be itemized.
  - 1. All reservations for Board Members attending a State Conference meeting must be paid at time of registration by the County HCE Treasurer. If participants are unable to attend after payment has been made, they are responsible to find a replacement. Registration money is non-refundable.
  - 2. Reservations for Spring and/or Fall DAHCE meetings/banquets must be made and paid by the deadline date; they will not be accepted at the door. If participants are unable to attend after payment has been made, they are responsible to find a replacement. Registration money is non-refundable.
  - 3. Only officers and coordinators who are current on Association dues and payments will have registration fees, expenses, and/or mileage paid by the Association.
- j) Funds raised through dues and public fundraising projects shall be used for educational or community projects. Legitimate expenses would include organizational expenses, delegate expenses to State Conference and District meetings, educational programs and charitable donations.
- k) The Treasurer's books shall be audited annually with a final audit at the termination of a treasurer's term of office or as authorized by the Executive Board.

**6. INCOME/DUES**

The annual dues, as set by the WAHCE, District, and County (\$15.00 per member) shall be payable to the County Association Treasurer by December 15<sup>th</sup> and shall be budgeted for the following calendar year. Budget allocation is as follows: Five dollars (\$5.00) for State dues; One dollar (\$1.00) for District operating funds; Seven dollars and Fifty cents (\$7.50) for County Association dues and One dollar and Fifty cents (\$1.50) for the County Association Scholarship Fund.

**7. MEMBERSHIP**

- a) Club Presidents shall read Executive Board and County Association minutes to their club at the meeting following receipt of same.
- b) The Door County Association for Home and Community Education is open to anyone regardless of sex, race, color, age, handicap, religion, national origin or economic circumstances.
- c) Each club shall annually sign a non-discrimination statement declaring the above.
- d) Individual members are members who have paid dues to the County Association Treasurer, but do not belong to a club or have voting rights.
- e) Honorary members are non-active members and will receive Association newsletters, but will not pay dues or hold Association positions.