



November 2017

COLUMBIA COUNTY ASSOCIATION FOR
HOME AND COMMUNITY EDUCATION CONSTITUTION

ARTICLE I – Name

The Name of this organization shall be the “Columbia County Association for Home and Community Education” (CCAHCE). This document will use CCAHCE.

ARTICLE II – Objectives, Goals, and Mission

Section 1 Objectives

- A. The objectives of the organization are to provide educational programs for members and their communities that will meet current and future social, economic, and environmental needs.

Section 2 Goals

- A. To provide continuing education for members and others on issues that will strengthen families and communities.
- B. To develop and improve leadership skills of members.
- C. To build coalitions with other organizations and agencies having similar objectives and concerns as Wisconsin Association of Home and Community Education, Inc. (WAHCE) and CCAHCE.
- D. To promote friendships and understanding with all people of the world.

Section 3 Mission Statement

- A. Offer education opportunities.
- B. Improve leadership skills of members
- C. Provide service to communities

ARTICLE III – Nonprofit Educational and Charitable Organization

The CCAHCE is a nonprofit educational and charitable organization. Any funds received by CCAHCE for carrying out its purposes shall not accrue to the benefit of individual members.

ARTICLE IV – Dissolution

The officers of CCAHCE are directed, in case of dissolution of the Association, to assign all unprovisioned monies to an educational and/or charitable organization in Columbia County or the Wisconsin Association for Home and Community Education, Inc. (WAHCE).

ARTICLE V – Membership and Dues

Section 1 Club Membership

Any club shall be eligible for membership in CCAHCE provided:

- A. It is open to all persons without regard to sex, race, color, age, handicap, religion, marital status, economic circumstances, or national origin.
- B. It accepts and subscribes to the Constitution of CCAHCE.
- C. It pays dues determined by the Executive Board by designated date.
- D. Each club member will be eligible to vote at the annual meeting.

- Section 2 Individual Membership
- Any person may choose to be an individual member. An individual member is not required to belong to an organized CCAHCE club but is expected to pay county dues. The individual member:
- A. Will receive the current county program book and newsletters.
 - B. Will be eligible to vote at the annual meeting.
 - C. Is encouraged to attend CCAHCE programs and activities.
 - D. Is encouraged to attend county CCAHCE meetings.
 - E. Is encouraged to serve on county committees.
 - F. Is encouraged to attend WAHCE, Inc. conferences, meetings, and activities.
 - G. Is encouraged to attend district meetings in accordance with district policies.

- Section 3 Executive Board Membership
- A. The Board shall consist of the county officers and the center chairmen, Education Program Coordinator, Education Community Outreach Coordinator, and Special Committee Chairman. The Family Living Educator is a member ex-officio. Columbia County members acting as district or state officers shall be non-voting members of the Executive Board.
 - B. The past president of CCAHCE shall serve as a member of the Executive Board in an advisory capacity for the two (2) years following the term of office as president. The past president shall act as historian during that time and chair of the nomination committee.
 - C. The Executive Board shall assist in shaping the policies and plans for the CCAHCE and conduct all business of CCAHCE during the interim between the yearly council meetings.

ARTICLE VI – Officers and Their Elections

- Section 1 Officers
- A. The officers of the Executive Board shall be: President, Vice President, Secretary, and Treasurer.
 - B. The President, Vice President, and Secretary shall be elected at the annual meeting for a term of two years. No elected officer shall serve more than two consecutive terms in the same office. They shall assume their office beginning January 1.
 - C. The Treasurer shall be appointed at the annual meeting for a term of two years and assume office beginning January 1.
- Section 2 Qualifications and Eligibility
- Nominees for President and Vice President shall be selected from those who have served or are serving as a member of the CCAHCE Board.
- Section 3 Nominating Committee
- A. The immediate Past President shall serve as chairman. The President shall appoint two persons from the Executive Board to serve on the committee. The Family Living Educator shall be advisor.
 - B. All candidates shall be contacted for their consent before their names are presented. They shall also be notified whether or not they have been elected.
 - C. In case of a vacancy, the Executive Board may hold an election at any meeting.

Section 4

Nomination and Elections

For purposes of nomination and election, the officers shall be divided into groups 1 and 2.

- A. Group 1 (elected or appointed in even years and begin term January 1 the next odd year)
 - 1) Secretary (elected)
 - 2) Changing With Today newsletter editor (appointed)
 - 3) Education Program Coordinator (appointed)
 - 4) Special Committees:
 - a. Membership/Marketing (appointed)
 - b. Public Relations (appointed)
 - c. Scholarship (appointed)
 - d. Fundraising (appointed)
 - e. Wisconsin Bookworms Coordinator (appointed)
- B. Groups 2 (elected or appointed in odd year and begin term January 1 next even year)
 - 1) Vice President (elected—will become President)
 - 2) Treasurer (appointed)
 - 3) Education Community Outreach Coordinator (appointed)
 - 4) Special Committees:
 - a. Cultural Arts (appointed)
 - b. International (appointed)
 - c. Fundraising (appointed)
 - d. Scholarship (appointed)

ARTICLE VII – Selection of Center Chairman and Co-Chairman

- A. Preferably, the center chairman shall have been a club officer.
- B. All candidates shall be contacted for their consent by the present center chairman.
- C. The center chairman shall take office on January 1 for a period of two (2) years.
- D. The center chairman may serve two (2) consecutive terms.
- E. A center may establish a different model to ensure the center is represented on the Executive Board.

ARTICLE VIII – Education Program Coordinator, Education Community Outreach Coordinator, and Special Committees Chairmen

Section 1

Education Program Coordinator and Education Community Outreach Coordinator committee members shall be appointed by the President with approval of the Executive Board.

The term of office for Education Coordinator members shall be two (2) years. Committee members may serve two consecutive terms. Committee members shall take office January 1.

Section 2

Other committees, as are necessary, to carry on the work of the association shall be appointed by the President with the approval of the Executive Board.

ARTICLE IX – Meetings

Section 1 There will be an annual meeting of CCAHCE.

Section 2

- A. Meeting place to be determined by county President and Family Living Educator.
- B. Executive Board meetings shall be arranged, as needed, when necessary to transmit or transact business.

ARTICLE X – Amendments

The Constitution may be amended at any annual council meeting of CCAHCE by a two-thirds vote of the ballots cast, provided notice of proposed amendments has been sent to voting delegates thirty (30) days before time of meeting.

ARTICLE XI – Quorum

Those present and authorized to do the business of CCAHCE of the Executive Board shall constitute a quorum

ARTICLE XII – Duties of county officers (for complete description, see Executive Board job descriptions)

Section 1 President duties

Section 2 Vice President duties

Section 3 Secretary duties

Section 4 Treasurer duties

Section 5 Center Chairman duties

Section 6 Executive Board duties

- A. To act as advisory board for CCAHCE.
- B. To act as a planning board for CCAHCE activities.
- C. To submit a budget, with the assistance of the Treasurer, to CCAHCE for acceptance at the annual meeting.

ARTICLE XIII – Records

Section 1 The Columbia County officers and Center Chairmen shall keep on file all current materials which pertain to their office.

Section 2 Records of all county and center officers shall be turned over to their successor by January 1 following the new election.

ARTICLE XIV – Standing Rules

Section 1 Expenses

- A. Reimbursement for WAHCE district meetings and WAHCE state convention for executive board members will be as follows: registration; mileage, according to Wisconsin HCE mileage rate. Expenses not included for reimbursement are lodging, meals not included in the registration fee, tours, craft projects, and other incidental expenses.

- B. Mileage (consistent with Wisconsin HCE mileage rate) shall be reimbursed to carpool drivers for authorized meetings (including district meetings, state convention, and others as determined). Anyone not able to carpool must have mileage reimbursement request approved at the discretion of the Executive Board.
- C. A fixed amount of money shall be set into each annual budget to offset expenses of officers and other Executive Board members pertaining to the job description (examples include postage, supplies). If additional funds are needed for these activities, these funds must be authorized by a vote by the Executive Board.

Section 2

Center Chairman

It is recommended that all clubs invite their Center Chairman to at least one meeting during the two-year term.

Section 3

Executive Board meetings

- A. Regular meetings of the CCAHCE Executive Board will be held the third Tuesday of January, March, May, September, and November.
- B. The meeting place, date, and time may be changed at the discretion of the Executive Board.

Section 4

Sunshine Committee activities

- A. The Sunshine Committee Chair is authorized to request that the Treasurer transfer \$25.00 from the CCAHCE General Fund to the Columbia County Bookworms account as a memorial for any current Columbia County HCE Executive Board member who passes away. The Sunshine Committee Chair will send a card to the family of the deceased Executive Board member to inform them of this memorial donation.
- B. The Sunshine Committee Chair will send a card to any CCAHCE Executive Board member who is sick or hospitalized, if notified by another Executive Board member or other CCAHCE member.

Section 5

Changing Standing Rules

Standing rules may be changed by a vote of the Executive Board if deemed necessary.

Section 6

State Association

The Wisconsin Association for Home and Community Education is the owner of the name “Wisconsin Association for Home and Community Education, Inc.” (“WAHCE, Inc.”) and its accompanying service mark. WAHCE, Inc. uses this trade name and the referenced service mark in connection with the services and programs it provides. No member, state, district, or county, and no non-member organization shall be permitted to use the name, service mark, logo slogan, symbol, design insignia, emblem, or other identifying characteristic that may now or in the future be generally used in connection with the operation of WAHCE, Inc. without first obtaining approval from WAHCE, Inc.

Section 7

HCE Logo

- A. The roof of the home symbolizes our past heritage with Extension Homemakers. Using the letters HCE makes it a suitable logo for the state,

counties, and local clubs to use. The house has no walls. It confirms our commitment to have open membership to all.

- B. The logo is patented and registered with the U.S. Patent and Trademark Office, thus all patent rules apply.

Amended November 2, 2017