

**WASHINGTON COUNTY ASSOCIATION FOR
HOME AND COMMUNITY EDUCATION
BY-LAWS
AMENDED OCTOBER 24, 2024**

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 University of Wisconsin Madison, Division of Extension.

ARTICLE III - Non-Profit Educational Organization

This is a non-profit educational organization. Any funds received by the association 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 Washington County Association for Home and Community Education will protect and provide redress against discrimination or harassment in accordance with the WAHCE By-Laws, Article V-State Membership and Dues, Section 1, as posted on www.wahceinc.org

Section 2 Any local group who wishes to become members of WCAHCE shall take the following steps:
a. notifies WCAHCE County President that they want to participate.
b. read, discuss, and subscribe to the WCAHCE By-Laws and Standing Rules.

Section 3 Association Independent Membership
Any person who wishes to join WCAHCE but not be a member of a local club can be an independent member. Each member shall pay yearly county dues to the County Treasurer by October 1. Independent members will receive a program book, newsletters and can attend program meetings and receive training materials but they do not have a vote at any association meeting. However, independent members may voice opinions through their designated Center chair.

Section 4 Dues
Each club member shall pay yearly county dues to the club Treasurer who will forward promptly to County Treasurer by October 1. The County Treasurer will send designated state dues to the State Treasurer and District dues to the Southeast District Treasurer. The amount of county dues shall be recommended by the Board of Directors and approved by the Association.

Section 5 Association Membership Structure
a. Membership at Large.
b. Members of the Board of Directors.
c. County Educational Chairpersons or appointed designee.

ARTICLE V -- Officers, Center Chairperson and Their Elections

- Section 1 The officers of the WCAHCE Board of Directors shall consist of the following:
- a. President
 - b. Vice President/Co-President*
 - c. Secretary
 - d. Treasurer
 - e. All Center Chairs/Co-Chairs

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

In addition, these officers make up the Executive Committee.

- Section 2 Officers shall serve for a term of two years beginning January 1. The President and Secretary shall serve their terms simultaneously and the Vice President and Treasurer shall serve their terms simultaneously, on an alternating yearly schedule
- 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 Board of Directors representing the Center for a term of two years, starting January 1.
- Section 4 Local club officers will be elected from among members of their club.

ARTICLE VI -- Duties of Officers and Center Chairperson

- Section 1 President
- a. help plan and preside at WCAHCE meetings, regular or special.
 - b. sees that the Association is represented at all 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/Co-President
- a. shall assist and substitute for President or Secretary in case of their absence.
 - b. serves as liaison to appointed committees.
 - c. serves as chair of the annual Scholarship Committee.
- Section 3 Secretary
- a. keeps all records and minutes of meetings and submits a copy of same to the Board President for review prior to submission to full Board of Directors and Committee Chairs
 - b. keeps official correspondence of the organization.
- Section 4 Treasurer
- a. keeps record of all money received and paid out.
 - b. sends official thank you's for receipt of donations to WCAHCE
 - c. gives written report at Board of Directors meetings.
 - d. shall serve as Chairperson of the Budget Committee annually and shall submit the proposed annual budget to the Board of Directors for review and acceptance at the meeting prior to annual business meeting.
 - e. financial records should be audited by committee appointed by President in January.
 - f. financial records shall be audited in the event of change in the office of treasurer.

- Section 5 Center Chairperson
- a. shall attend Board of Directors meetings.
 - b. shall help plan and preside at meeting in center.
 - c. are encouraged to visit each club in the center once during term of office.
 - d. shall appoint 2 Scholarship Committee representatives from the center.
 - e. chair planning committee to host the Spring event or Fall Association Meeting according to rotation.
 - f. Center Chairpersons shall be the liaison through which independent members (ARTICLE IV, Section 3) may voice their opinions to the Board of Directors. The Center Chair will then relay that information at the next HCE Board of Directors meeting as part of their center report.

ARTICLE VII - Meetings

- Section 1 Association Meetings
- a. an annual association business meeting shall be held once a year in the Fall. The order of business shall be determined by the Board of Directors.
 - b. other meetings of the Association, Board of Directors, or Executive Committee will be arranged as needed.
 - c. to do business, a quorum shall consist of representation from at least one-half of the organized clubs.
- Section 2 Purpose of Meetings of Board of Directors
- a. discusses WCAHCE Program for the coming year.
 - b. completes the plans for county events.
 - c. discusses all pertinent business.
 - d. conduct business meeting.
- Section 3 Attendance
- a. all Presidents or appointed designee of local clubs are expected to attend all meetings of the Association
 - 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 Association meetings.

ARTICLE VIII – Board of Directors

- Section 1 The Board of Directors shall consist of the President or appointed designee of each club. Terms for the Board of Directors begin January 1 of each year for one year.
- Section 2 The officers, (President, Vice-President/Co-President, Secretary, Treasurer and Center Chairs) shall be elected by the Membership at Large, via their club representative at annual Fall Association meeting. The officers and Center Chairs shall make up the Executive Committee.
- Section 3 The Executive Committee shall act for the Board of Directors on matters requiring immediate attention.
- Section 4 The Board of Directors shall serve as the liaison to the SE District Board.

- Section 5 It shall determine the policies and plans for the Association, conduct all business of the Association during the interim between Association meetings and consult with the Educational Committee and Project Chairpersons regarding annual planning.
- Section 6 Each club represented on the Board of Directors by the club president or designee in attendance at any Board of Directors Meeting shall cast only one vote.

ARTICLE IX -- Educational and Project Committee Chairperson

- Section 1 State educational program areas are: International; Cultural and Textile Arts; and Membership and Marketing.
- Section 2 Educational and Project Committee Chairpersons to be appointed by the President of the Board of Directors with the approval of the Board of Directors.
- Section 3 They may have a committee of two or three people to collaborate with them in their respective areas.
- Section 4 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 5 The Chairpersons will bring suggestions to a program planning meeting where the year's program will be planned out.
- Section 6 The year's proposed program will be presented to the Board of Directors for approval.
- Section 7 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 8 Expenses for Educational Chairpersons need to be approved by the Board of Directors.

ARTICLE X -- Committees

- Section 1 Program Planning Committee
- a. Committee shall be made up of an officer of the Board of Directors and interested Association members appointed by the President.
 - b. Program planning is to be determined annually by input gathered from all members for future education programs.
 - c. Annual Programming shall be developed after discussing program ideas for speaker availability, credentials, and topic credibility.
- 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. Current WCAHCE members are to be in good standing (i.e., dues paid as of November deadline for membership enrollment for the next calendar year.)
 - b. The number of scholarships to be awarded shall be determined during the budget proposal process and announced at the Fall Association Business Meeting for the following year.
 - c. The chairperson of the committee shall be the Vice President/Co President.

- d. Each Center Chairperson shall appoint a minimum of 2 scholarship representatives each year by March 1 to attend any necessary meetings. The scholarships are to be presented at the WCAHCE Spring 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 proposed budget to the Board of Directors for review and or revision prior to the Association meeting. The annual proposed budget is presented to the Membership at Large at the annual Association meeting for discussion and approval. Voting is by club representative.
- b. Additional members may be appointed to the budget committee by the President prior to review of annual budget.

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 Association by majority vote.

STANDING RULES

1. Expenses for WCAHCE Board of Directors and County Educational Chairpersons:
 - a. mileage guidelines - S.E. District 1 car, State up to 3 cars
 - b. educational, program or committee expenses incurred by a Board of Directors member or Committee Chairperson shall be paid by Treasurer.
 - c. expenses incurred by the above must be submitted to County Treasurer within 30 days on approved voucher for payment with Board approval. Any expenses incurred during the year and not submitted within 30 days shall not be paid.
2. Delegates
 - a. One voting delegate 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, they will appoint their 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 Board of Directors shall be appointed by the President.
 - b. Reports must be given by the voting delegate at appropriate meetings.
3. The Board of Directors, Educational and Committee Chairpersons shall be encouraged to attend the State Conference and S.E. District meetings.
4. Newly elected Board of Directors members and appointed Educational and Committee Chairpersons shall receive from the outgoing Board of Directors members and Educational and Committee Chairpersons all pertinent information.
5. Names, addresses and terms of office of club officers and Educational and Committee Chairpersons are to be reported to the Center Chairperson by October 1.

6. Annual dues shall be based on the current budget with approval of the Board of Directors and voted on at the Fall Association meeting by the delegates of all clubs.
7. Promote HCE Conference.
8. Encourage subscribing to Update Magazine at least one per club.
9. Standing rules may be changed by vote of the Washington County Board of Directors.
10. These By-Laws will be reviewed bi-annually by a committee appointed by the President, or as needed due to specific WAHCE or Extension organization changes.