

BROWN COUNTY ASSOCIATION FOR HOME AND COMMUNITY EDUCATION

Bylaws

ARTICLE I

Name

The name of this organization shall be the Brown County Association For Home and Community Education (BCHCE). The term "Association," when used hereinafter, shall be defined to mean the Brown County Association For Home and Community Education (BCHCE).

ARTICLE II

Function of the Organization

Section 1: To promote and extend education aimed toward improving family and community living through programs offered in cooperation with the University of Wisconsin-Extension.

Section 2: Extend leadership to Brown County clubs in the development of education and community outreach programs.

Section 3: Encourage the active participation of members in carrying out the local, county, and state Wisconsin Association for Home and Community Education, Inc. (WAHCE) program.

ARTICLE III

Nonprofit Educational and Charitable Organization

The Wisconsin Association For Home and Community Education Inc. is a nonprofit educational and charitable organization. Any funds received by the Association for carrying out its purposes shall not accrue to the benefit of individual members. The Brown County Association For Home and Community is a subordinate of the Wisconsin Association For Home and Community Education Inc., for Internal Revenue Service nonprofit tax exempt 501 (c) 3.

Article IV

Dissolution

Upon dissolution of the Association, the entire net assets remaining after payment of any and all liabilities and obligations of the Association, shall be distributed exclusively for the purpose of the Association in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c) 3 of the Internal Revenue Code.

Article V

Membership and Dues

Section 1. Any individual is eligible for membership in this organization by abiding to the By-laws of this Association and paying the annual membership dues. Members may join a club or become an individual member. Non-members are welcome to attend BCHCE educational programs.

Section 2: The annual dues of this organization shall be determined by the Executive Board and shall be approved at the appropriate association meeting.

Section 3: Club and individual dues shall be paid on or before November 1. New members joining after November 1 should pay the full amount of dues at the time they join. If members join after

July 1st their dues will be rolled over to the following year.

Section 4. The Wisconsin Association For Home and Community Education Inc. will protect and provide redress against discrimination or harassment on the basis of age, race, color, religion, creed, national origin, ancestry, sex, marital status, parental status, pregnancy, sexual orientation, gender identity or expression, cultural identity or expression, disability, veteran status or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin.

ARTICLE VI

Officers, Center Advisors and Standing Committee Chairs

Section 1. Executive Board

Officers of the Association which constitutes the Executive Board shall consist of:

- a. President
- b. President-Elect
- c. Vice President Education Program
- d. Vice President Family & Community Life
- e. Secretary
- f. Treasurer
- g. Immediate Past President

Standing Committees which constitutes the Executive Board shall consist of:

International
Cultural Arts
Public Relations/Marketing
Citizenship
Fund Raising
Historian

Center Advisors which constitutes the Executive Board shall consist of:

Green Bay-East
Green Bay-West
De Pere Ridge

Section 2. Elections

Officers, center advisors, and standing committee chairpersons shall be elected from those who have been an Association member for at least two years and shall serve a two year term. An officer, center advisor and standing committee chairperson may continue in the position upon approval of Executive Board. The election of officers shall be held at the annual Fall Association meeting.

These positions will be elected in even years:

- Secretary
- Vice President Education Program
- Green Bay-East and Green Bay-West Center Advisors

These positions will be elected in odd years

- Treasurer
- Vice President Family & Community Life
- De Pere Ridge Center Advisor

President-Elect shall be elected one year prior to the completion of the President's term.

The voting members of the Association shall be:

- The president and secretary or their representatives of any organized Brown County clubs actively cooperating with the University of Wisconsin-Extension programs. Each club has two voting members.
- Center Advisors
- Standing Committee Chairperson. If there is a co-chairperson the vote is shared.

The voting delegates and members of the Executive Board present at Association meetings shall constitute a quorum. (Quorum means more than half of the voting delegates are present.)

Section 3. Nominations. The President will convene a nominating committee. The Committee shall secure a slate of qualified candidates for the duties of each office to be filled and will report to the Executive Board the slate of candidates.

Section 4: An officer, center advisor and standing committee chairperson may continue in the position upon approval of the Executive Committee.

Section 5: The election of officers shall be held at the annual Fall Association meeting.

Section 6: Vacancies occurring between regular meetings of the Executive Board or Association shall be filled as follow: Office of President by President-Elect until the next election, other officers and standing committee chairpersons shall be filled by appointment of the President until expiration of the term. Members filling vacancies shall be accepted for approval of the Executive Board. Officers with two or more unexcused absences will be removed from the Executive Board.

Section 7. The UW-Extension representative is an advisor with no voting privileges.

ARTICLE VII

Duties of Officers, Center Advisors and Standing Committee Members

President

Plans and presides at regular and special Executive Board meetings and Association meetings.

Develop agenda with UW representative in timely manner.

Votes only in situation of a tie breaker.

Follows parliamentary procedures for Executive Board meetings.

Remains neutral in discussion and maintains harmony among members.

Consults with other officers and UW-Extension representative on program plans and activities.

Appoints committees and makes sure they understand their assignments.

Checks on progress of committees and asks for a report from each chairperson at Executive Board and Association meetings.

Represents the Association at other meetings requiring such representation.

Submit President's letter for each addition of "The Extension Educator."

Encouraged to attend District and state WAHCE meetings or appoints representative to attend.

Co-sign bank signature card with Treasurer. President would be able to write checks in event of absence of Treasurer.

Assumes other duties appropriate for this office.

President-Elect

Conducts meetings and follows parliamentary procedure in the President's absence.

May represent the Association at meetings or conferences in place of President.

Shall serve as chairperson of the Scholarship Committee.
Helps recruit members to serve on above committees.
Promote opportunities including available scholarships, need for officers and recruitment for HCE Member of the Year.
Encouraged to attend District and state WAHCE meetings or appoints a representative to attend.
Assumes other duties appropriate for this office.

Vice President Family & Community Life and Vice President Education-Program

Helps develop educational programs with the help of the President and UW-Extension representative.
Vice President of Education-Program takes over in absence of President and President-Elect.
Supplies ideas and information to local clubs for programs.
Submits a county report of activities to WAHCE.
Keeps a current file of information relative to the area of education and transfers this to the successor.
Attends and gives reports at Executive Board and Association meetings. If unable to attend, appoints representative from committee.
Encouraged to attend WAHCE educational programs and District and state WAHCE meetings or appoints a representative to attend.
Helps teach educational programs as leader training sessions.
Assumes other duties as appropriate for this office.

Secretary

Maintains a complete and accurate account of all meetings, including attendance.
Submits a copy of minutes to the UW-Extension representative following each meeting of the Executive Board or Association meeting within two weeks.
A brief summary may be submitted for "The Extension Educator" following Board and Association meetings.
Initiates correspondence as directed by the Executive Board.
Encouraged to attend District and state WAHCE meetings or appoints a representative to attend.
Assumes other duties appropriate for this office.

Treasurer

Co-sign bank signature card with President.
Accurately record all financial matters (monies received and expended.)
Report all financial transactions in full at each meeting to the Association and Executive Board and at any time upon request of the Executive Board.
Verifies membership totals per dues received.
Communicates with all clubs by November 1 that have not paid their dues.
Maintains scholarship funds.
Provides information for required audit.
Provides an annual financial statement and budget to Executive Board and Association meetings held in the fall of each year.
Completes necessary information for tax purposes and files the tax return (Form 990N).
Encouraged to attend District and state WAHCE meetings or appoints a representative to attend.
Assumes other duties appropriate for this office.

Center Advisor

Represents Center at all Executive Board and Association meetings. If Center Advisor cannot be

present, a written report shall be submitted to the President for reporting prior to the meeting.
Assists in carrying out the BCHCE program.
Submits names from individual Centers for nominations and appointments.
Has one vote at Executive Board and Association meetings. When co-chairs are appointed, the vote is shared.
Reminds club Presidents to have two members from each club in center present.
Informs clubs in Center of programs, projects and activities.
Attends meetings of each club in their Center to give assistance and encouragement.
Organizes new clubs in individual Center with the help and guidance of the Family Living Educator and Membership Chairperson.
Encouraged to attend district and state WAHCE meetings or appoints a representative to attend.
Assumes other duties appropriate for this office.

Immediate Past President

Serve in an advisory role for one year immediately following term as President.
Encouraged to attend district and state WAHCE meetings or appoints a representative to attend.
Assumes additional duties appropriate for this office.
In those years, when there is no President-Elect, the Immediate Past President will provide leadership to the nomination and scholarship committee.

Standing Committees are as follows: International, Cultural Arts, Public Relations/Membership, Citizenship, Fund Raising and Historian.

Public Relations/Membership Coordinator

Submits newsworthy information to local media outlets giving publicity to county, district, and WAHCE meetings and activities.
Sends news of club, county and individual accomplishments to UPDATE.
Has one vote at Executive Board and Association meetings. When co-coordinators are appointed, the vote is shared.
Encourages local clubs to publicize any special programs, projects or activities.
Encouraged to attend district and state WAHCE meetings. If unable to attend, appoints representative to attend.
Recruits new members to join BCHCE.
Revises, when needed, BCHCE promotional brochure.
Designs an affirmative action plan to reach diverse groups when needed, and provides leadership to the organization to implement a plan.
Organizes new clubs in centers with the guidance and help of the President and Center Advisor.
Attends and gives reports at Executive Board and Association meetings. If unable to attend, appoints a representative from the committee.
Assumes other duties appropriate for this position.

Cultural Arts

Attends and give reports at Executive Board and Association meetings. If unable to attend, appoints a representative.
Organizes annual cultural arts competition.
Organizes annual educational activity.
Encouraged to attend district and state WAHCE meetings or appoints a representative to attend.
Organize annual county HCE cultural arts judging contest.
Assumes other duties appropriate to this office.

International

Attends and gives reports at Executive Board and Association meetings. If unable to attend, appoints a representative.

Organizes international event(s).

Keeps current file of information and transfer to successor.

Encouraged to attend district and state WAHCE meetings or appoints a representative if unable to attend.

Assumes other duties appropriate to this office.

Citizenship

Attends and gives reports at Executive Board and Association meetings. If unable to attend, appoint a representative.

Organizes committee to select annual Special Needs Award and attend event to present award or appoints a representative.

Keep current file of information and transfer to successor.

Encouraged to attend district and state WAHCE meetings. If unable to attend may appoint representative to attend.

Assumes other duties appropriate to this office.

Funding Raising

Recruits members to serve on fund raising committee.

Provides leadership to developing and implementing fund raising activities of the Association.

Keeps current file of information and transfers to successor.

Prepares articles for the newsletter regarding fund raising activities.

Recruits members to assist with fund raising activities.

Works with Public Relations/Membership Coordinator to promote fund raising activities.

Attends and gives reports to at Executive Board and Association meetings.

Assumes other duties appropriate for this office.

Historian

Keeps history of Association. Includes news clippings, program materials, scrapbooks, and pictures.

Other Committees.

An audit committee shall be appointed by the President to examine the Treasurer's books on even years and present a report at the Spring Association meeting.

ARTICLE VIII**Attendance****Attendance.**

All presidents and secretaries of each club are expected to attend or designate a representative to attend Spring and Fall Association meetings. Each club has two votes. All members are welcome. Members serving on the Executive Board have a vote.

All other members are welcome to attend. Any person representing a group of people not yet members of the Association but interested in BCHCE will be welcome to attend the meeting but not have a vote.

ARTICLE IX
Termination of Officer or Appointment

An Association officer, center advisor or standing committee chair may be terminated by a two-thirds (2/3) majority vote of the Association Executive Board. A 30-day notice of possible termination must be given to both voters and person involved.

Causes for removal from office are:

1. Continued, gross or willful neglect of the duties of the office.
2. Failure or refusal to disclose necessary information on matters of organization business.
3. Unauthorized expenditures or misuse of organization funds.
4. Unwarranted attacks on the officer/leaders or refusal to cooperate.
5. Misrepresentation of the organization and officers to outside persons.

ARTICLE X
Political Involvement

The Association shall not participate in or intervene including the publishing or distribution of statements or literature or be involved in any political campaign on behalf of any candidate for public office.

ARTICLE XI
Authority in Parliamentary Law

The rules contained in the latest edition of Robert's Rules of Order – Newly Revised, shall govern this organization in all cases to which they are applicable and in which they are no inconsistent with the Association. A Parliamentarian shall be appointed for Spring and Fall Association meetings and Executive Committee meetings.

ARTICLE XII
Amendments

Section 1. Changes to the Bylaws. These bylaws may be amended by a majority vote at an Association meeting after approval by the Executive Board. Proposed revisions shall be distributed thirty (30) days prior to the Association meeting. and by-laws may be amended at any Association meeting by a majority vote.