

Brown County Association for Home and Community Education
Policy Statement
Approved 5-3-2019

1. BCHCE Member of the Year award

The recipient of the BCHCE Member of the Year award will receive 1) a plate and 2) a pin. Upon approval of the BCHCE Executive Board, one or two individuals per year may be honored. The Scholarship committee will be responsible for selecting and awarding the BCHCE Member of the Year award. Members are eligible to receive this award after 10 years of membership.

2. WAHCE State Conference

A designated amount of money as budgeted by the BCHCE Association will be divided among Officers attending. If any member is holding a dual position, District or State, they will be reimbursed only for their cost of the conference. Excess monies will be returned to the BCHCE treasurer. Mileage will be paid by the BCHCE Association for all Officers driving to State Conference at .25 cents per mile if they are transporting members to the meeting. (Officers include: President; President Elect; Secretary; Treasurer; V.P. Education Program; V.P. Family and Community Life; Immediate Past President). When District or State Representatives share rides with County members, the mileage must be pro-rated between the county and district or state. Officers will receive payment for mileage driven to the Conference from their home. Executive Board Members, Cultural Arts Chair and/or Committee Chairs who need to pick up items (ie. Cultural Arts items, Banners, Interest Boards) will be reimbursed at .25 cents per mile for mileage incurred to pick up items at the Extension location prior to the State Conference. The Cultural Arts Chair will be reimbursed at .25 cents per mile for mileage from home to and from State Conference. All expenses incurred for District Association Meetings and State Conference must be submitted in writing within 30 days. If a member receives reimbursement at the State or District level, for any reason, they will have to deduct that amount from the request to the county. Officers must provide leadership for carpooling because they are the only ones who will be reimbursed. Officers, Committee Chairs and members deciding to take a bus to the State Conference will not be reimbursed for the cost of the bus.

3. Non Officers

If you are not an Officer and are driving to a District meeting or State Conference the members riding with you are expected to contribute to the person who drives.

4. County Mileage

Mileage WILL NOT be paid to center advisors and committee chairmen to attend local club meetings or other related activities.

5. Committee Expenses

Any expenses incurred over the budgeted amounts must be approved by the BCHCE Officers. Officers and Family Living Educator will meet prior to Executive Board meeting to make decisions if needed.

6. Death of President or Past President

Twenty-five dollars will be donated from the BCHCE Association Treasury to be deposited in the Schoonover Scholarship Fund.

7. Death of a BCHCE member

When a BCHCE member passes away, it is the deceased member's club responsibility to write a memorial tribute about the member and submit it to the Extension Educator. The family will be notified if a donation is made in the name of the deceased. An acknowledgment of sympathy can be put in "The

Extension Educator” if a spouse or immediate family member passes away. This is the club’s responsibility.

8. Installation of Officers

All elected BCHCE Association officers and chairpersons will be installed at the BCHCE Fall Association meeting. If the newly elected officer is not present when installation is done, that person will be installed at the next Executive Board meeting.

9. Recognition of Membership

BCHCE members will be recognized for lengths of membership in the following years: five, ten, fifteen, twenty, thirty, thirty-five, forty, forty-five, fifty-five and above sixty. Special recognition will be given to those members belonging to the organization for 25, 50 and 60 years. Recognition will take place at the annual Spring Banquet.

10. District Meetings

BCHCE Executive Board Officers and Committee Chairs will have their registration paid by BCHCE. Committee Chairs will be reimbursed for their registration after attending the District Meeting. Northeast District officers and committee chair persons are asked to submit their registration to the Northeast District Treasurer for reimbursement. Mileage will be paid by the BCHCE Association at .25 cents per mile to the BCHCE Executive Board Officer or Committee Chair driving the car and transporting members to the meeting. All members must car pool to be reimbursed for mileage.

**If a BCHCE member is registered and unable to attend a District meeting, she is responsible for 1) finding a replacement, or 2) reimburse BCHCE treasurer for the registration fee.

11. BCHCE Minutes

Minutes and treasurer’s report will be sent to the BCHCE President and Brown County UW-Extension two weeks after the meeting.

12. Workshops

Members are encouraged to attend appropriate workshops held at District and State meetings that are related to the office they hold or committee they chair.

13. Committees

Committee chairs/co-chairs are expected to present 2 events per year that either offer educational sessions to promote and increase public knowledge of the organization or increase the financial need of the organization.

14. Cultural Arts Items

All Cultural Arts items, judged before the Spring Banquet, will be on display at the Spring Banquet. The items will be taken home by the Brown County HCE Member who made the item. All items eligible to be entered at the State WAHCE Conference will be brought to the Extension Office one week prior to the conference. The Brown County HCE Cultural Arts Committee Chairperson will pick up all of the items and take them to the State WAHCE Conference. The BCHCE Cultural Arts Chairperson will return the items to the Extension office one week after the Conference is completed.

15. Scholarships

Scholarships for WAHCE Annual State Conference will be awarded after recipients attend the event. The person attending the Conference must submit an article regarding the event to the Extension Educator within 30 days after the event.

1) Scholarship money may be spent only as described in the Association Budget, ie. \$200.00 is designated as a scholarship for 2 attendees (the amount of \$100.00 per attendee). If only one person

applies for the scholarship only \$100.00 may be given. If no person applies for the scholarship the money will remain in the Association account and not used for any other reason without prior discussion with the BCHCE Officers. This Scholarship may be applied for by any member in good standing and who has not received the scholarship for 5 years or more. This scholarship is not for Executive Board or new members.

2) Scholarship money to be paid to first time attendee(s) to the WAHCE State Conference. The attendee(s) must be a full time attendee(s). The amount in the budget of \$200.00 may not be used for any other reason without prior discussion with the BCHCE Officers. If more than one person applies for the scholarship, the scholarship committee will decide which person receives the scholarship. If a member attended part or all of a WAHCE State Conference in prior years they may not apply for this scholarship. BCHCE Officers and Executive Board Members are not eligible for this scholarship.

3) Only applications/requests for Scholarships received by the April Deadline will be accepted. Late applications/requests for attendees to the State Conference will have to be approved by the Executive Board and Extension FLE.

16. Banquets

Expenses incurred by the banquet planning committee must be covered by the Registration for the banquet. It is expected the entertainment cost must be kept to \$100.00 or less. Following the banquet the committee will submit a report to the Association.

17. Fair Passes

BCHCE will reimburse members for one entry pass to the fair for the day the BCHCE MEMBER has signed up to help in our BCHCE Fair information booth. No passes will be purchased for fair superintendents. Brown County Fair Passes will have to be purchased prior to fair opening by the BCHCE member and the member will be reimbursed after fulfilling the commitment at the information booth at the Brown County Fair.

18. Community Service Award

The Community Service Award will be given to 4-H Clubs who submit their entry to the **Brown County Fair office or the Extension office** no later than entry day of the fair. The BCHCE Committee chair person and BCHCE Members helping at the fair booth will read and judge the entries according to the criteria set by the Committee Chair. These reports will be on display at the fair and will be shared with persons attending the fair to show how BCHCE supports and works with 4-H in our community. BCHCE will award one \$15.00 and one \$10.00 check to the top two (2) 4-H clubs. If only one 4-H club submits an entry the club will receive a check for \$20.00. Certificates will be given for all entries.

19. UPDATE Subscription

All members serving as BCHCE Officers on the BCHCE Executive Board, Center Chairs, Committee Chairs and as Club Presidents will receive a subscription to UPDATE paid for by BCHCE.