

**WAUPACA COUNTY ASSOCIATION FOR HOME & COMMUNITY EDUCATION
BY-LAWS**

March 2021

ARTICLE I NAME

The name of this organization shall be the Waupaca County Association for Home and Community Education, hereafter referred to in this document as Waupaca County HCE.

ARTICLE II OBJECTIVES

The objectives shall be:

- Section 1. To further strengthen, develop, coordinate, promote, and extend adult education in family and community living.

- Section 2. To provide opportunity for individuals cooperating with University Extension to work towards the progressive improvement of home and community life by coordinating programs and outreach.

- Section 3. To offer a means by which individuals may interpret and promote Waupaca County HCE programs of county, state, national, and international importance in the preservation and development of home and community life.

ARTICLE III NON-PROFIT EDUCATION ORGANIZATION

Waupaca County HCE is a non-profit educational and charitable organization. Any funds received by the organization for carrying out its purpose shall not accrue to the benefit of individual members.

ARTICLE IV DISSOLUTION

In the event of dissolution of Waupaca County HCE, the officers are directed to assign all monies designated for the Wisconsin Bookworm account to purchase and distribute early reading books to the county Head Start facilities' classroom libraries. Assets designated in the Educational Scholarships Fund should be dispersed as scholarships within Waupaca County. All other general funds and assets may be divided to existing service projects.

ARTICLE V MEMBERSHIP AND DUES

- Section 1. Any group or individual may become a part of the Waupaca County HCE organization by accepting the by-laws and a payment of annual dues to the Treasurer of the organization by December 1. New members joining prior to June 1 will pay full membership dues.

- Section 2. Membership is open to all persons without regard to age, race, color, economic circumstance, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, or veteran status.
- Section 3. The annual dues are determined by the Waupaca County HCE.
- Section 4. Annual dues for the following year shall be paid to the Waupaca County HCE Treasurer by December 1. A membership list shall accompany the dues.
- Section 5. Each member club shall be entitled to two (2) voting delegates, one of whom shall be the President or her/his proxy and one other club member. "Individual Members," as a group, are entitled to one vote per Center.
- Section 6. The Waupaca County HCE Executive Board and two voting delegates from each club and one delegate per Center representing Individual Members shall be eligible to vote at the Spring and Fall meetings.

ARTICLE VI OFFICERS AND THEIR ELECTION

- Section 1. Officers of Waupaca County HCE shall be a President, an Education Coordinator for Program, Education Coordinator for Family and Community, a Secretary, and a Treasurer. A President-elect can be elected one year before the expiration of the President's term.
- Section 2. A Nominating Committee, comprised of the Waupaca County HCE Secretary as the Chair and a Chairperson from each of the Centers in the county, shall be appointed by the President. If possible, the committee shall place the names of two candidates for each office on the ballot.
- Section 3. Additional nominations may be made from the floor by any voting delegate at the meeting in which the election is held, provided that the candidate is eligible and has given consent.
- Section 4. Other members of the Executive Board shall be referred to as Education Chairs. Education Chairs are: Marketing Chair, Membership Chair, Scholarship Chair, Cultural Arts Chair, International Chair, and Historian.
- Section 5. Three Center Chairs (Clintonville/New London, Waupaca, and Manawa/Weyauwega) shall be installed by the President at the Annual Fall Meeting to serve for a term of one year after having served as Center Vice-Chair for one year.

Section 6. Center Vice-Chairs shall serve for one year and at the end of that year secure a new Center Vice-Chair while taking on the duties of Center Chair for the next year. The Center Vice-Chair is installed at the Fall Meeting by the President for a term of one year, with the understanding that they assume the Center Chair position the following year.

Section 7. The officers and appointed members of the Executive Board shall be elected at the Annual (Fall) Meeting by ballot to serve as stated (two years for Education Coordinator for Program and two years for the Coordinator for Family and Community on opposite years. Both are renewable positions) or until their successors are appointed; their terms of office shall begin January 1.

Section 8. Members are encouraged to serve no more than two (2) consecutive terms in the same office. Members may renew their positions or they may remain in their positions until a successor is appointed.

ARTICLE VII MEETINGS

Section 1. There shall be two Waupaca County HCE meetings annually, one in the Spring and one in the Fall. The location of the meeting shall be on a rotational basis. The host center sets the date with the approval of the Executive Board.

Section 2. The Fall Meeting shall be the Annual Meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business.

Section 3. Special meetings may be called by the President or by the Executive Board.

Section 4. Twelve members shall constitute a quorum at an Annual Meeting.

ARTICLE VIII THE EXECUTIVE BOARD

Section 1. The officers of Waupaca County HCE, the Education Chairs, Center Chairs, and Center Vice-Chairs shall constitute the Executive Board. The immediate past President and the County Extension Liaison shall serve as advisors. The past President is a nonvoting member of the board.

Section 2. The Executive Board shall conduct the business of Waupaca County HCE as outlined in their job descriptions. The Executive Board shall make recommendations at the annual Spring and Fall meetings and take action in accordance with Waupaca County HCE Member's direction.

Section 3. Meetings of the Executive Board shall be called by the President when necessary.

Section 4. Six members of the Executive Board shall constitute a quorum.

ARTICLE IX FISCAL RESPONSIBILITY

Section 1. Waupaca County HCE shall pay dues to the Wisconsin Association for Home & Community Education for state and district expenses.

Section 2. The treasury funds of Waupaca County HCE shall be reviewed annually by a review committee of three persons appointed by the County President.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern Waupaca County HCE in all cases in which they are applicable.

ARTICLE XI AMENDMENT OF BY-LAWS

The by-laws may be amended at any Spring or Fall meeting of Waupaca County HCE by two-thirds vote of those present of a twelve member quorum. A notice regarding proposed changes must be sent in writing to the Presidents of the clubs and Individual Members prior to the meeting.