

## WAUPACA COUNTY HCE

### STANDING RULES

March 2021

#### A. Expenses and Reimbursement

1. No mileage will be paid for in-county events.
2. Reimbursement for Executive Board approved mileage will be matched at the current WAHCE mileage rate.
3. Postage and telephone expenses will be limited to those incurred for:
  - program development
  - public relations
  - nomination committee
  - officer expensesCost of postage/telephone for special events should be included in charges for special event fee. Examples – International, Spring Fling, Learn-In, Spring Meeting and Recognition Banquet, Cultural Arts workshops.
4. Expenses are to be submitted on a **voucher with receipt attached and given to the President for approval**. If clarification is needed, President brings to the Executive Board.
5. President gives approved voucher to Treasurer for payment.

### ANNUAL CONFERENCE

#### PRESIDENT

1. The President or designated alternate will serve as delegate to State conference. Designated alternate shall be in the following order:
  - First alternate – Vice President
  - Second alternate – Education Coordinator for Program
  - Third alternate – Education Coordinator for Community Outreach
  - Fourth alternate – Secretary
  - Fifth alternate – TreasurerDelegate must attend the Presidents' and business meetings.
2. **Only the delegate may be reimbursed** for registration fee, meals, lodging, and mileage.

3. An itemized voucher must be submitted to the Treasurer within 30 days. If clarification is needed, refer to Executive Board for action.

### **EXECUTIVE BOARD MEMBERS**

1. One Executive Board member may receive **one-half of the registration fee to the WAHCE State Conference** if they attend the educational workshops and present an oral and/or written report to the Executive Board. Prior approval to attend and represent Waupaca County at the educational sessions will be granted by the President.
2. A voucher and a copy of the registration form shall be submitted to the President for approval within 30 days.
3. President gives approved voucher to Treasurer for payment.
4. No other expenses will be paid for State Conference.

### **DISTRICT MEETINGS**

1. Executive Board members or appointed delegate can have registration fee paid if they attend a workshop in their educational area (or they are delegated to attend in place of another member). A written and/or oral report at the next Executive Board meeting is required. Other Executive Board members may attend at their own expense.
2. Mileage will be paid to drivers approved at the Executive Board meeting prior to the District Meeting.
3. Mileage will be paid from the Courthouse parking lot or another designated location to attend District Meeting.
4. Mileage expense is to be submitted on a voucher and given to the President for approval within 30 days.
5. President gives approved voucher to Treasurer for payment.

### **SPRING AND FALL MEETINGS**

1. Location determined by rotation schedule.
2. Center Chair/Vice Chair are in charge of arrangements. In absence of Center Chair/Vice Chair, local club presidents will serve as committee. County President will notify club presidents.
3. Each club shall have two (2) voting delegates, one of whom shall be the President or her/his proxy and one other club member. Other club members are encouraged to

attend. "Individual Members," as a group, are entitled to one vote per Center.

4. Expenses such as coffee, cups, napkins, plates, etc. for Spring and Fall meetings should be presented on an itemized voucher to the President. Signed vouchers with receipts are then given to the Treasurer for payment.

### **SPRING MEETING/RECOGNITION BANQUET**

1. Center Chair/Vice Chair are in charge of Recognition Banquet with Center club presidents serving on the committee.
2. Registrations are to be taken by the host Center Chair.
3. Registration fee to include cost of meal, tax, and tip along with general cost of event (i.e. entertainment, room rental). Cost of printing program and certificates, membership pins, corsages, meals for guests, and judge's fee are taken from general fund.
4. Speaker/entertainment expenses to be not more than \$50.00 (any change to be approved by the Executive Board).
5. Meal guests will include: Human Development & Relationships Extension Educator, Extension Program Assistant, Cultural Arts judge, and fifty-year members of Waupaca County HCE. Any other guests require approval of the Executive Board. (WAHCE State President, Scholarship Winner & Parent)
6. Flowers or a commemorative gift will be given to 50 year Recognition members. Host Center Chair or Membership Chair is responsible for this task.
7. Membership pins: 25 and 50 year members will receive pins. All other members will be given certificates in five-year increments beginning at 25 years. After 50 years, members will be recognized orally every year. Membership Chair is responsible for this.
8. Door prizes/table decorations will be provided by clubs in host center with NO COST to county treasury.
9. Press should be invited for membership recognition. Marketing Chair is responsible for this task.

