STANDING RULES
Door Association for Home and Community Education
Revised Fall 2013

1. GENERAL INFORMATION

All officers and club presidents shall attend all Association and Executive Board meetings, unless notification of absence is given to the Extension Office.

They shall assume duties appropriate for the office and refer to the guidelines of the Wisconsin Association for Home and Community Education (hereafter “WAHCE”).

All officers are encouraged to attend District and State meetings of WAHCE.

At the end of term, each officer shall pass all files and records of the office to their successor.

The Spring County Association meeting will be held in Sturgeon Bay and the Executive Board will be in charge of refreshments. The Fall County Association meeting will be held in either a North or South location and the responsibility for hosting the event will rotate among clubs.

2. DUTIES OF COUNTY OFFICERS

The President shall:
- Plan and preside at all County Association meetings and follow parliamentary procedure for such meetings. The term of office for President is three (3) years which may be repeated.
- Represent the County Association at all other meetings requiring such representation (i.e. Northeast District and State Conference) and report to the membership. If not able to attend, an alternate should be appointed.
- Appoint committees as required by the By-Laws and request a report from committee chairpersons at County Association and executive Board meetings.

The President Elect shall:
- Serve a one (1) year term in training for the Presidential term.
- Assume the duties assigned by the President and preside at meetings in case of the absence of the President and Vice Presidents.

The Vice President Programs shall:
- Serve a three (3) year term with the option of additional three (3) year terms.
- Preside at meetings in case of the President’s absence.
- Serve as County Association Coordinator for Program Education and Public Policy.
- Work with County Association Vice President Family and Community Life and the Door County UW Extension Family Living Educator in planning and implementing the County Association education program.
- Attend the WAHCE Leadership Institute and look for ways to use the program ideas from the Institute in the County, as well as District meetings for training or send a substitute.
- Help identify needs of their County after consulting with County Association club members.
- Help develop educational programs with the Vice President Family and Community Life and the UW Extension Family Living Educator and with the approval of the Executive Board.
- Supply ideas and information for programs to local clubs.

The Vice President Family and Community Life shall:
- Serve a three (3) year term with the option of additional three (3) year terms.
- Preside at meetings in case of the absence of both the President and Vice President Programs.
- Serve as County Association Vice President Family and Community Life and work with the Vice President Programs to coordinate Public Policy.
- Work with County Association Vice President Programs and the Door County UW Extension Family Living Educator in planning and implementing the County Association education program.
- Attend the WAHCE Leadership Institute and look for ways to use the program ideas from the Institute in the County, as well as District meetings for training or send a substitute.
- Help identify needs of their County after consulting with County Association club members.
- Help develop educational programs with the Vice President Programs and the UW Extension Family Living Educator and with the approval of the Executive Board.
- Supply ideas and information for programs to local clubs.
- Attend District meetings and State Conference for training or send a substitute.

**The Secretary shall:**
- Serve a three (3) year term with the option of additional three (3) year terms.
- Keep all records and minutes and submit a copy of the minutes to Door County UW Extension Family Living Educator promptly following each meeting of the County Association or Executive Board. Minutes will be published in the County Association Newsletter.
- Keep the County Association historical records.
- Attend District meetings and State Conference for training or send a substitute.

**The Treasurer shall:**
- Serve a three (3) year term with the option of additional three (3) year terms.
- Receive, bank, and disburse all monies and handle all financial matters of the County Association, including a year-end financial statement and budget.
- Pay only those itemized bills, which have been approved by action of the Executive Board or are budgeted items. Items less than $25 may be approved by the President.
- Prepare a financial report for County Association meetings and publish a year-end financial statement.
- Verify membership totals per dues received.
- Send reminder notices to all clubs that have not paid dues by December 1st.
- Maintain and disburse all scholarship funds.
- Provide information for required annual audit.
- Attend District meetings and State Conference for training or send a substitute.

**The Cultural Arts Coordinator(s) shall:**
- Serve a three (3) year term with the option of additional three (3) year terms.
- Implement a County Association Cultural Arts program and a County Association Cultural Arts contest.
- Serve as chairman of the Craft Workshop committee.
- Attend District meetings and State Conference for training or send a substitute.

**The Membership/Marketing Coordinator shall:**
- Serve a three (3) year term with the option of additional three (3) year terms.
- Serve as a catalyst for reaching out to new members, maintaining membership and organizing new clubs.
- Serve as chairperson of the Newsletter Committee.
- Publicize educational and community service projects of the County Association.
- Prepare articles about interesting County programs and activities for publication in UPDATE and send to the UPDATE Editor in typed form.
- Promote sale of UPDATE and WAHCE promotional material to members, officers and clubs.
- Attend District meetings and State Conference for training or send a substitute.

**The International Coordinator shall:**
- Serve a three (3) year term with the option of additional three (3) year terms.

**The Wisconsin Bookworms Coordinator shall:**
- Serve a three (3) year term with the option of additional three (3) year terms.
- Contact Day Care Centers and Headstart to find out how many sets of books needed for the coming year.
- Order books and coordinate volunteer mentor readers.
- Organize fundraising events and activities.

**The Clubs Chairing Events shall:**
- Include a club and its President.
3. **APPOINTED POSITIONS**

   All appointed Coordinators shall attend all County Association and Executive Board meetings unless notification of absence is given to the Door County UW Extension office. They shall assume all responsibilities as outlined in the By-Laws and Standing Rules and present reports as requested to the Executive Board and County Association and submit an annual written report to the Vice President Programs or appropriate County officer.

   At the end of a term, all files, reports and records pertaining to the position shall be passed on to the successor.

4. **SPECIAL PROJECT COMMITTEES**

   a) A Craft Workshop Committee shall consist of the Cultural Arts Coordinator(s) (as chair(s)) and volunteers from the membership. The committee shall plan and implement an annual Craft Workshop.

   b) A Fair Booth Committee shall consist of the Vice President Community Outreach (as chair) and volunteers from the membership. The committee shall plan and implement a County Association booth at the Door County Fair.

   c) Other special project committees can be convened by the Executive Board as the need and interest arises.

5. **EXPENSES**

   a) The President or an alternate shall be a delegate to the WAHCE Annual Conference. The registration fee, expenses and mileage up to $150 shall be paid for the President or alternate each year. Registration fee for the Spring and Fall District meetings shall be paid for the President or alternate.

   b) The Secretary, Treasurer, Vice President Programs and Vice President Family and Community Life, when attending a workshop pertaining to their office at WAHCE Annual Conference, shall be paid up to $150 for registration fee, expenses and mileage each year as applicable. Registration fee for the Spring and Fall District meetings shall be paid for the Secretary, Treasurer, Vice President Programs and Vice President Family and Community Life.

   c) The Cultural Arts Coordinator(s) or designee should also attend the WAHCE Annual Conference/Cultural Arts Show, whenever possible and be paid for registration fee, expenses and mileage up to $150. (If there are Co-Coordinators, only one payment of up to $150 will be made.)

   d) The Membership/Marketing, Family, and International Coordinators or their alternates, when attending a workshop pertaining to their office at the WAHCE Annual Conference, shall be paid up to $150 for registration fee, expenses, and mileage each year as applicable. Registration fee for the Spring and Fall District meetings shall be paid.

   e) The Wisconsin Bookworms Coordinator when attending a workshop pertaining to their office at WAHCE Annual Conference, shall be paid up to $150 for registration fee, expenses and mileage each year as applicable from the County Association Wisconsin Bookworms funds. Registration fee for the Spring and Fall District meetings shall be paid.
f) Mileage for any officer attending the Spring and/or Fall District meeting shall be paid, at the District/State mileage rate, to the driver(s) of up to two cars.

  g) If an officer holds more than one office, the officer may receive payment for attending the WAHCE Conference for only one office.

  h) Books of stamps and phone cards can be purchased by the County Treasurer for officers to cover correspondence costs incurred for HCE County Association business.

  i) All expenses are paid at the discretion of the Executive Board and bills must be itemized.

  j) Funds raised through dues and public fundraising projects shall be used for educational or community projects. Legitimate expenses would include organizational expenses, delegate expenses to State Conference and District meetings, educational programs and charitable donations.

  k) The Treasurer’s books shall be audited annually with a final audit at the termination of a treasurer’s term of office or as authorized by the Executive Board.

6. **INCOME/DUES**

   The annual dues as set by the WAHCE, District, and County per member shall be payable to the County Association Treasurer by December 15th and shall be budgeted for the following calendar year. Budget allocation is as follows: Five dollars ($5.00) for State dues; One dollar ($1.00) for District operating funds; Seven dollars and Fifty cents ($7.50) for County Association dues and One dollar and Fifty cents ($1.50) for the County Association Scholarship Fund.

7. **MEMBERSHIP**

   a) Club Presidents shall read Executive Board and County Association minutes to their club at the meeting following receipt of same.

   b) The Door County Association for Home and Community Education is open to anyone regardless of sex, race, color, age, handicap, religion, national origin or economic circumstances.

   c) Each club shall annually sign a non-discrimination statement declaring the above.

   d) Individual members are members who have paid dues to the County Association Treasurer, but do not belong to a club or have voting rights.