

2016-2017 Bylaws of the Kenosha County Association For Home & Community Education
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ARTICLE I - Name

The name of this organization shall be the Kenosha County Association for Home and Community Education - hereafter referred to as the KCAHCE Association or KCAHCE.

ARTICLE II - Mission

The mission of the KCAHCE Association is to provide educational opportunities, improve the leadership skills of its members and provide service to the community.

ARTICLE III - Organizational Structure

1. The KCAHCE Association is organized into two geographic centers: East Center and West Center.
2. Each Center is composed of local clubs organized for the purpose of taking part in the organization's educational programs and activities.

ARTICLE IV - Non-Profit Educational Organization

The Kenosha County Association for Home & Community Education is a non-profit educational organization. Any funds received by the organization for carrying out its purposes shall not accrue to the benefit of individual persons.

ARTICLE V – Dissolution

1. In the event of dissolution, KCAHCE, after meeting all financial obligations, the balance of monies in the County Treasury, shall be allocated to an educational scholarship program as determined by the Executive Board.
2. In the event of dissolution of a local club, the guidelines provided by WAHCE shall be followed.

ARTICLE VI - Membership

1. The KCAHCE Association shall be an active member in the Wisconsin Association for Home & Community Education (WAHCE).

2. Any individual shall be eligible to become a part of the KCAHCE Association by accepting the By-Laws, joining a local club, or by individual membership and by payment of Association dues.
 - a) Individual membership requires payment of \$5.00 in addition to annual Association dues (this is referred to as an "Individual Member").
 - b) Household membership entitles all individuals who are living in the same household to take part in the activities of the organization. Each member household will count as one member. Only one dues is paid per household.
3. The Kenosha County Association for Home & Community Education does not discriminate on the basis of age, race, color, creed or religion, national origin, ancestry, sex, sexual orientation, veteran's status, arrest or conviction record, or qualified disability.
4. Club membership shall be required to take part in KCAHCE Association decisions, and thus, obligates the club to share responsibilities for carrying out such decisions and for keeping required records.
5. Any member may share in planning and carrying out the organization's program and activities.
6. Membership in the KCAHCE Association is not required for participation in the educational programs.
7. A local club consists of a minimum of two members.

ARTICLE VII - Annual Dues

1. Annual dues shall be determined by the KCAHCE Association. Dues are payable to the County Treasurer prior to March 1.
2. New clubs joining the organization after March 1 will pay dues at the time of organization.
3. New members may join at any time entitling them to full membership privileges. If it is before June 1, new members will pay dues to Association Treasurer. If it is after June 1, new members pay dues the following January (same time as all club members).
4. Dues will be used to pay membership in the Wisconsin Association for Home & Community Education; to finance expenses incurred in the conduct of the KCAHCE Association program; KCAHCE Association meetings and committee functions; to help pay expenses of delegates to State or District meetings; and other expenses as directed by the Executive Board or KCAHCE Association.

ARTICLE VIII - KCAHCE Association - Governing and Voting Powers

1. The voting delegates of the KCAHCE Association shall be the President and Secretary (or their substitutes) of each of the clubs. On this basis, each club shall be allowed two votes at the Association meeting. Individual Members have voting privileges.
2. The Executive Board and Committee Chairpersons shall have no voting power unless they also serve as a club delegate.
3. A UW-Extension Cooperative Extension faculty/staff member shall be a Liaison Ex-officio, without vote.
4. Any member is encouraged to attend the KCAHCE Association meeting, to participate in discussion and to voice opinions; however, only official delegates and individual members are permitted to vote.

ARTICLE IX - Executive Board

1. Elected officers of the KCAHCE Executive Board shall be:
 - A. President
 - B. Vice-President
 - C. Treasurer
 - D. Secretary
 - E. President-elect
 - F. Eastern Center Chair
 - G. Western Center Chair
2. Powers of the Executive Board shall be to:
 - A. Provide leadership through active advancement of the mission statement of the organization.
 - B. Appoint committee chairpersons and members annually.
 - C. Determine the regulations and procedures by which the KCAHCE operates.
3. Meetings of the Executive Board:
 - A. Executive Board meetings are held in February, April, August, October and November.
 - B. A quorum must be present to transact business. A quorum is defined as a majority of the Executive Board, i.e., four officers (seven officers are on the Executive Board).
 - C. Board members should find a substitute (not another Executive Board member) if they are unable to attend. Substitutes do have voting privileges. If the President is unable to attend, she/he must find a substitute for the Vice-President (as the Vice-President will substitute for the President).

ARTICLE X – Election

1. Officers shall be elected annually, at the Fall Focus Dinner. Candidates for the president-elect must have served on the Executive Board or as a local club officer, unless an exemption is deemed necessary by the Executive Board. Officers (except the President-Elect and President) shall serve for two years. The President-Elect shall serve for 1 year, followed by a 1-year term as president.
2. Officers may succeed themselves in the same office for one additional term serving a maximum of two terms (four consecutive years).
3. Secretary shall be elected in the even years and the Vice President and Treasurer in the odd numbered years. Eastern Center Chair shall be elected in even numbered years and the Western Center Chair in the odd numbered years. President-elect shall be elected annually. Newly elected officers shall assume duties upon installation at the Association Meeting.
4. All official vacancies shall be filled by appointment of the Executive Board for the unexpired term.
5. The Nominating Committee shall consist of the Center Chairpersons and two members-at-large.

ARTICLE XI - Duties of KCAHCE Association Officers

1. President

- A. With the help of the Liaison, plan Executive Board meetings. With the Executive Board, plan Association Meetings. Preside at all these meetings.
- B. With the assistance of the Executive Board, fill committee positions.
- C. Appoint an Association Assistant to perform organizational tasks of the Association.
- D. Appoint a Public Relations person and a Historian.
- E. Represent KCAHCE at all State and District meetings (or appoint a designee).
- F. Have signature authority on all bank accounts along with Treasurer.
- G. Assume such other duties as demanded for this office.

2. President-Elect

- A. Shall serve as member of the Executive Board.
- B. Serve as chair of the By-Laws/Handbook Revision Committee in the odd numbered years.
- C. Serves on Budget Committee
- D. Shall assume such other duties as shall be assigned by the President.

3. Vice President

- A. Shall serve as Chairperson of the county Program Planning Committee.
- B. Shall assist and substitute for the President, in case of absence.
- C. Shall review Association meeting minutes prior to printing and distribution.

4. Secretary

- A. Shall keep all records of minutes of meetings.
 - 1. Executive Board Meetings: Minutes shall be typed and mailed (or e-mailed) to the Executive Board members and Liaison within two weeks of the meeting. (Possible option: minutes may be submitted to KCAHCE Assistant for typing).
 - 2. Association Meetings: Minutes shall be submitted to the Vice President and Liaison for review within one month of the meeting. Minutes shall then be typed and distributed to Executive Board members, and local club Presidents at the next educational program.
Additional copies shall also be distributed to Executive Board members, local club Presidents and Committee Chairs at the following Association meeting and mailed to the District Director. (Possible option: Minutes may be submitted to KCAHCE Assistant for typing and copying.)
 - 3. Retain original copies of motion sheets completed at meetings.
- B. Shall take care of official KCAHCE Association correspondence.
- C. Shall write an article for the *Extension Line* to communicate Board policies, actions and concerns.

5. Treasurer

- A. The Treasurer shall pay all bills approved by the President or the Liaison within 14 days of receiving the expense form.
- B. Shall keep an accurate account of all receipts and disbursements and shall report upon same when requested at KCAHCE Association or Executive Board meetings.
- C. Shall prepare an annual report of all KCAHCE Association accounts for Association Meeting.
- D. Acknowledge charitable donations to KCAHCE by sending a written form of acknowledgement. (Forms in Treasurer's Book).
- E. Completes all required district and state reports regarding membership and dues.
- F. Files the 990-E postcard with the IRS. (See HCE files for password.)
Print a copy of the post card and file in HCE files in UW-Extension office after receipt of e-mail from IRS acknowledging that they received the postcard.

- G. Shall contact, through Center Chairpersons, those clubs whose dues are in arrears.
- H. Shall serve as Chairperson of the annual Budget Committee. Presents budget at the Association Meeting.
- I. Have signature authority for KCAHCE bank accounts along with KCAHCE President.
- J. Annually prepare the donation to Ventures in People in accordance with the adopted budget.

6. Center Chairpersons

- A. The Center Chairpersons are members of the Executive Board. Their positions are important because they are the link between the clubs and the Executive Board.
- B. The Center Chairpersons are members of the Nominating Committee.
 - The Eastern Center Chair will serve as Chairman in the even numbered years
 - The Western Center Chair will serve as Chairman in the odd numbered years.
- C. The Center Chairperson may serve as chairperson of open or special interest meetings in the Center.
- D. The Center Chairpersons are encouraged to visit the clubs in their Center.
- E. The Center Chairperson recruits new members and assists in organizing new clubs within the Center.
- F. Shall submit a report of Center activities to each *Extension Line*.
- G. Shall be responsible for submitting a written report referring all pertinent information from club minutes at Executive Board Meetings and to the appropriate committee.

ARTICLE XII – Committees

- 1. Committees are filled in the following manner:
 - A. Volunteer sign-up sheet passed out at the Fall Focus Dinner.
 - B. Executive Board completes committee membership through phone solicitations.
- 2. Committee tenure is for one year. (Exception: Style Show, International Dinner and Program Planning serve two years) Committee members may succeed themselves.
- 3. Committees are outlined in Regulations and Procedures.
- 4. Committee Chairs shall submit an article for each Extension Line (3/year).
- 5. Committee Chairs shall submit a Committee Report form to Association Assistant and include a copy in the Committee handbook at the end of each term.

ARTICLE XIII - Quorum

A quorum must be present in order to transact business of the KCAHCE Association. A quorum is defined as a majority of the delegates eligible to vote.

ARTICLE XIV - AUTHORITY IN PARLIAMENTARY LAW

The latest edition of *Robert's Rules of Order, Newly Revised*, shall govern the Kenosha County Association for Home & Community Education.

ARTICLE XV - REGULATIONS AND PROCEDURES

Regulations and Procedures will provide the operating guidelines for the organization and may be adopted/changed by a majority vote of the Executive Board.

ARTICLE XVI - Amendments

1. These By-laws may be amended by a majority vote of the voting delegates present at any regular KCAHCE Association meeting or a special meeting.
2. By-laws must be sent out in advance to clubs and Individual Members with written notice of any proposed changes.

Revised 2015