

ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION

**BYLAWS**

ARTICLE I – NAME AND LOCATION

SECTION 1. The name of this Association shall be Illinois Association for Home and Community Education, hereinafter referred to as IAHCE.

SECTION 2. The office of the Association shall be the home of the President or in such place as the President may designate.

SECTION 3. English shall be the official language of IAHCE.

SECTION 4. The duration of IAHCE shall be perpetual.

ARTICLE II – OBJECTIVES

SECTION 1. The objectives of IAHCE shall be:

- A. To bind together the County Associations of the State.
- B. To promote the well-being of the individual and family.
- C. To bring about a better understanding of the home, community, state, and nation.
- D. To speak for and further the interests of the family and community.

ARTICLE III – STRUCTURE

SECTION 1. AUTHORITY OF LAW. This association shall operate in careful adherence to the Constitution of the United States of America and the State of Illinois.

SECTION 2. IAHCE shall be a non-profit, non-union, non-partisan, non-sectarian, organization whose members have the sole right to govern and control all activities through their duly elected state officers.

SECTION 3. IAHCE shall be composed of:

- A. Districts.
- B. County Associations.
- C. Units.
- D. Members at Large.

ARTICLE IV – CONSTITUENTS

SECTION 1. CONSTITUENTS. The constituents of IAHCE shall be Districts, County Associations and Units.

## SECTION 2. DEFINITION.

- A. District shall be composed of a determined number of County Associations within a specified area of Illinois with boundaries established by the Board of Directors.
- B. County Associations must have a minimum of 3 officers (President, Secretary and Treasurer), shall be a group of units and or Members at Large.
- C. Each County Association shall be self-supporting and shall adopt Bylaws and Standing Rules as required for its operation, which shall not conflict with IAHCE.
- D. A Unit shall be a group of members.
- E. A Member-at-Large is a county member who does not belong to a Unit but is subject to county dues.

## ARTICLE V – MEMBERSHIP

### SECTION 1. ELIGIBILITY.

- A. A person, business, county, or other association, may become a member by subscribing to the Bylaws and Standing Rules of IAHCE and by payment of current membership dues.
- B. IAHCE shall not discriminate by race, color, national origin, sex, creed, familial status, or handicap.

### SECTION 2. CLASSIFICATIONS AND QUALIFICATIONS. There shall be two classifications of membership –INDIVIDUAL and HONORARY.

- A. An Individual Member shall be an individual who has paid IAHCE and county dues.
- B. An Honorary Member shall be:
  - 1. Past or retiring State Presidents who shall be granted Honorary Membership with state dues waived and presented with a Certificate of Appreciation.
  - 2. By a two-thirds vote of the Board of Directors, Honorary Membership may be granted to individuals who have given outstanding service to IAHCE.

## ARTICLE VI – DUES AND FEES

### SECTION 1. DUES.

- A. Annual membership dues are computed per member as approved or changed by the adoption of a budget by the delegate body voting at the Annual or Special Meeting.
- B. Dues increase would be implemented as of December 31 of current budget year

### SECTION 2. RENEWAL OF MEMBERSHIP.

- A. Membership shall be renewed each year by the payment of IAHCE and other applicable dues.

- B. All County Association members in each category shall be counted in computing IAHCE dues to the Association.
- C. Dues are payable to the IAHCE Treasurer by January 5 each year beginning in 2020.
- D. A County Association whose annual dues have not been paid to the IAHCE Treasurer, postmarked no later than January 25, shall not be considered a member of IAHCE for the current fiscal year.
- E. Receipt of dues shall be acknowledged by the IAHCE Treasurer.

SECTION 3. REINSTATEMENT. A County Association may be reinstated for the current fiscal year, with no right to vote at the Annual Meeting, by payment of delinquent dues and a reinstatement fee of \$15.00.

SECTION 4. DUES AND FEES, TRANSFERS. A member transferring from one county to another, with current dues paid, shall not be subjected to additional dues for that fiscal year and shall become a member of the county to which the individual has been transferred. Years of membership and certified volunteer hours shall carry over to the new county. Transferred member shall not be counted as new members.

## ARTICLE VII – OFFICERS

SECTION 1. OFFICERS. The IAHCE Executive Officers shall be a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer. The District Directors and Education Directors may also be referred to as officers.

SECTION 2. QUALIFICATIONS. A candidate shall:

- A. Be a member in good standing.
- B. Have previously served on a County Association Board of Directors.
- C. A candidate for President, First Vice President, or Second Vice President shall have served one full three year term on the IAHCE Board of Directors.
- D. A current Board member that wishes to move to another Board position must seek approval from the Executive Board before submitting an application.

SECTION 3. NOMINATION AND ELECTION.

A. COMPOSITION. The committee is selected by the IAHCE Board of Directors at the first meeting following the Annual Meeting and is composed of two incumbent Board of Directors members serving in the third term and three Board of Directors members serving in the second term.

B. RESPONSIBILITIES. This committee shall:

1. Select a Chairman and a Secretary at the first meeting.
2. Ten months prior to the Annual Meeting request the names of eligible candidates from County Board of Directors members by supplying forms on which to list qualifications.
3. Determine the prospective candidate is a member in good standing.
4. Compile a list of possible candidates from replies to requests, the continuing file, and other available sources.

5. Screen candidates, reviewing qualifications and biographical materials and letters of recommendations supplied by leaders of the same geographical area other than that of the predecessor.
6. Request permission from the candidate to place their name in nomination.
7. Arrange for the entire committee to interview each candidate prior to the October Board of Directors meeting, presenting an accurate picture of the responsibilities of the related position, prior to determining the candidate being qualified to be placed in nomination.
8. At least 60 days prior to the IAHCE Annual Meeting, send copies of credentials, qualifications, and biographical material of nominees to County Presidents, providing at least one candidate for each respective office.
9. Report the slate of qualified nominees at the IAHCE Annual Meeting.
10. Seventy-two (72) hours prior to the presentation of any floor nominees at the IAHCE Annual Meeting, receive and review credentials, qualifications, and biographical material of any candidate to determine eligibility of the nominee.

#### SECTION 4. ELECTION.

- A. The Executive Committee and Education Directors shall be elected by plurality vote by delegates present and voting at the Annual Meeting.
- B. District Directors shall be elected by plurality vote by delegates present and voting at District Meetings.
- C. If there is only one candidate for each office in any officer election, the ballot may be dispensed with and the vote taken by viva voce (voice vote.)

#### SECTION 5. TERM.

- A. The IAHCE Board of Directors shall be elected for a staggered three-year term. They may serve a maximum of two terms (two - three year terms), in succession, but must go off the board for a minimum of one year before returning to any board position.
- B. Any officer serving more than one-half term in an office shall be determined to have served a full term.
- C. Officers shall serve until their successors have been elected and take office.
- D. A member appointed to fill a vacancy may be a candidate for the same office without a break in service; providing, the appointee has served less than one-half term in that office.
- E. The Executive Committee shall be elected to the following chronological order every three years.
  1. 2015 – President
  2. 2016 – Second Vice President and Secretary
  3. 2017 – First Vice President and Treasurer.

SECTION 6. RESPONSIBILITIES. Officers shall be obligated to uphold and represent the interest of IAHCE and shall perform duties prescribed for the respective office in these Bylaws and in the adopted parliamentary authority.

SECTION 7. DUTIES.

A. The PRESIDENT shall:

1. Be chief executive officer and official spokesman for IAHCE.
2. Appoint the following, subject to the approval of the Board of Directors:
  - a. A registered Parliamentarian.
  - b. The Historian.
  - c. The Archives Historian.
  - d. Members of each committee and sub-committee, unless otherwise specified in these Bylaws.
  - e. Special committees to study matters identified by the President as being of concern to IAHCE.
3. Be a member ex-officio, without a vote, of all committees except the Nominating Committee.
4. Keep the First Vice President fully advised on all matters concerning IAHCE.
5. Sign checks in the absence of the Treasurer.
6. Call meetings of the Board of Directors and/or Executive Committee whenever such meetings are necessary.
7. If possible, visit individual counties to speak/teach one time during the three year term at IAHCE expense.
8. At the Annual Meeting, present a report of Board of Directors activities of the preceding year.
9. Fulfill such other duties as may be assigned by the Board of Directors.

B. The FIRST VICE PRESIDENT shall:

1. Assist the President in all ways.
2. Assume the duties and powers of the presidency in the absence of the President.
3. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
4. Serve as chairman or member of committees as designated in these Bylaws.
5. Submit the annual educational programs to the Board of Directors for approval and organize them for distribution at District Meetings.
6. Upon request, visit counties in the interest of educational programming, at Association expense, upon prior approval of the President.
7. Perform such other duties as may be assigned by the Board of Directors.

- C. The SECOND VICE PRESIDENT shall:
1. Assist the President and First Vice President in all ways.
  2. Assume the duties and powers of the presidency in the absence of the President and the First Vice President.
  3. Serve as chairman or member of committees as designated in these Bylaws or as directed by the Board of Directors.
  4. Compile state membership reports as requested by the Board of Directors.
  5. Upon request, visit counties in the interest of membership, at Association expense, upon prior approval of the President.
  6. Perform such other duties as may be assigned by the Board of Directors.
- D. The SECRETARY shall:
1. Be responsible for the minutes of all Board of Directors, Executive Committee, and all other meetings of IAHCE as requested by the Board of Directors.
  2. Within four weeks, submit copies of the respective meeting to each member of the Board of Directors and to such other persons as may be directed by the President or Board of Directors.
  3. Send notices of meetings as requested by the President.
  4. Serve as custodian and distributor of non-saleable supplies.
  5. Secure housing for IAHCE Board of Directors meetings and assign accommodations on a rotating room basis.
  6. Preserve in a permanent file all records of value.
  7. Conduct the general correspondence of IAHCE in accordance with the direction of the President or Board of Directors.
  8. Perform such other duties as may be assigned by the Board of Directors.
- E. The TREASURER shall:
1. Be responsible for all funds of IAHCE and for the records of its financial affairs.
  2. Have custody of all IAHCE funds, making disbursements promptly as authorized by the Board of Directors, the checks to be signed by the Treasurer.
  3. Prepare a written financial report as the Board of Directors shall request.
  4. Serve as chairman or member of committees as specified in these Bylaws or as designated by the Board of Directors.
  5. Prepare an annual written report for the fiscal year to be distributed as requested by the Board of Directors prior to any Annual or Special Meeting.
  6. Submit the proposed budget for the next fiscal year to each County Association 60 days prior to any Annual or Special Meeting.
  7. Receive signed expense reports from the President and issue payment as requested.
  8. Two signatures are required, preferably the President and Treasurer, for expenses exceeding \$300.00.
  9. Perform such other duties as may be assigned by the Board of Directors.

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F. The DISTRICT DIRECTORS shall:

1. In the second year of their term, appoint the District Nominating Committee according to the guidelines in the *Membership Handbook*. This committee, consisting of three or more members, each representing a different county, will be confirmed at the District Meeting.
2. District Directors are elected:
  - a. Within the district in which their membership is regularly maintained.
  - b. District Directors are elected in accordance with Article VII, Section 4, of these Bylaws.
  - c. Not more than 2 district elections may occur in one year.
  - d. The results of the election shall be reported to the IAHCE President.
3. Conduct the election.
4. Prepare reports as requested by the IAHCE Board of Directors or the President.
5. Make arrangements for District Meetings as directed by the IAHCE Board of Directors.
6. When requested, make one visit per fiscal year to each county in the respective District, at IAHCE expense, to assist with county membership programs and the IAHCE objectives. Additional visits may be authorized at IAHCE expense by the President.
7. Perform such other duties as may be assigned by the Board of Directors.

G. The EDUCATION DIRECTORS shall:

1. Be designated by the IAHCE Board of Directors; the number and title of Education Directors may vary to respond to IAHCE Program needs.
2. Make plans to incorporate IAHCE programs into County Associations.
3. Prepare District Workshops for County Association members as requested by the IAHCE Board of Directors.
4. Prepare reports when requested by the President or IAHCE Board of Directors.
5. Submit an annual report to the IAHCE membership.
6. Perform such other duties as may be assigned by the Board of Directors.

SECTION 8. BOND. The office of Treasurer and/or, in an emergency, the offices of President, District Directors, and Education Directors shall be bonded in an amount to be determined by the IAHCE Board of Directors, the premium to be paid from Association funds.

SECTION 9. VACANCIES. In the event of a vacancy in the office of

A. President – The First Vice President shall succeed to the office.

B. First Vice President, Second Vice President, Secretary, Treasurer, District Director, and/or Education Director – The Board of Directors shall, within 60 days, appoint a qualified member of IAHCE to fill the unexpired term of the respective office.

SECTION 10. RECORDS. All records pertaining to any office are property of IAHCE. Each officer, with the exception of the President, Secretary and Treasurer, shall transfer the files and records of that office at the conclusion of the Annual Conference. The President, Secretary and Treasurer shall have 45 days for such transfer. All offices shall return their Leadership Manual and Guidebook to the Secretary at the conclusion of the Annual Conference.

## ARTICLE VIII – BOARD OF DIRECTORS

SECTION 1. COMPOSITION. The IAHCE Executive Officers, District Directors and Education Directors shall constitute the Board of Directors. The Board of Directors may transact business in person, by mail, e-mail, facsimile machine, telephone, or conference call.

SECTION 2. DUTIES. The Board of Directors shall:

- A. Be the governing body on all matters between Annual or Special Meetings, other than amending the Bylaws.
- B. When deemed necessary for the welfare of the Association, approve expenses and/or trips by any officer, committee member, or parliamentarian.
- C. Compile or authorize policies to be adopted or revised and inserted in the *Association Guidebook* that are necessary for the efficient operation of IAHCE.

SECTION 3. MEETINGS. The Board of Directors shall meet at least three times each year, the date and site to be selected by the President, subject to the approval of the Board of Directors.

SECTION 4. INVESTMENT OF FUNDS. Funds of IAHCE shall be invested as authorized by the Board of Directors.

SECTION 5. VACANCIES. Any member of the Board of Directors who is not performing the responsibilities of the respective office, shall meet with the Executive Committee in an effort to resolve the problem. Board of Directors members absent for three consecutive meetings may be asked to resign. By a three-fourths vote of its membership, the Board of Directors may remove any officer, committee chairman, or member for misconduct or neglect of duty. The Board of Directors shall request the resignation of such member from the respective office or committee. If such resignation is not received within two weeks after such resignation has been requested, the Board of Directors is empowered to and shall thereupon declare such position vacant and the vacancy shall be filled in accordance with the provisions of Article VII, Section 9, of these Bylaws.

SECTION 6. QUORUM. A majority of the Board of Directors shall constitute a quorum for any meeting.

#### ARTICLE IX – EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION. The President, First Vice President, Second Vice President, Secretary, and Treasurer shall constitute the Executive Committee. The Executive Committee may transact business in person, by telephone, mail, e-mail, facsimile machine, or conference call.

SECTION 2. DUTIES. The Executive Committee shall conduct necessary business of the Association between its meetings and report back to the Board of Directors.

SECTION 3. MEETINGS. The Executive Committee shall meet at least three times each year, the date and site to be determined by the President, subject to the approval of the Executive Committee.

SECTION 4. QUORUM. A majority of the Executive Committee shall constitute a quorum for any meeting.

#### ARTICLE X – COMMITTEES

SECTION 1. STANDING COMMITTEES. Standing committees of IAHCE shall be Budget and Finance, Bylaws and Standing Rules, Education, International Project Fund, Membership, Nominating, and Scholarship.

SECTION 2. COMPOSITION. The term and composition of committees shall be as stipulated in these Bylaws or as determined by the Board of Directors.

A. Ex-officio members:

1. The chairman of each committee shall be an ex-officio member, without a vote, of all sub-committees within the respective committee.

SECTION 3. RESPONSIBILITIES. Standing Committees shall:

- A. Develop a plan of work and procedures and submit them to the Board of Directors for approval prior to action.
- B. Review *Association Handbooks* procedures and policies following those guidelines for operation and submit suggested changes and revisions to the Board of Directors for review and consideration.
- C. Within 30 days after the conclusion of their appointments, transfer files and records to their successors or as directed by the Board of Directors.

SECTION 4. COMMITTEES.

A. The BUDGET AND FINANCE COMMITTEE:

1. COMPOSITION. The Treasurer serves as chairman, the First Vice President, Second Vice President, one District Director, and one Education Director serve as members.
2. DUTIES. The committee shall:
  - a. Review assets, anticipated expenses, and the budget.
  - b. Prepare a budget to be presented to the IAHCE Board of Directors and delegates at the Annual Meeting.
  - c. Assume other duties as assigned by the Board of Directors.

B. The BYLAWS AND STANDING RULES COMMITTEE:

1. COMPOSITION. The committee consists of three or more Board of Directors members.
2. DUTIES.
  - a. Shall notify County Associations of the October 1 deadline for submitting amendments to the IAHCE Bylaws and Standing Rules to each member of the committee and the Parliamentarian.
  - b. May propose amendments and resolutions.
  - c. Shall edit and/or correlate all proposed amendments to the Bylaws and Standing Rules of this Association, together with the committee's recommendations and reasons, to the Board of Directors, County Associations, and the Parliamentarian 60 days prior to the Annual Meeting.
  - d. Shall review County Association Bylaws and Standing Rules as requested.

- e. Shall be responsible for presentation of IAHCE Bylaws amendments and/or revisions to the delegates for action at the Annual Meeting.
- f. Shall be responsible for presentation of Standing Rules for amendment, revision, or ratification to the delegates at the Annual Meeting.
- g. Shall be responsible for distribution of approved amendments and/or revisions to the IAHCE Bylaws and Standing Rules to the Board of Directors, County Associations, and the Parliamentarian.
- h. Shall maintain and keep up to date the *Association Guidebook* by reviewing written recommendations for procedural changes presented by the Board of Directors and/or committee members and formulate these recommendations for presentation to the Board of Directors for consideration.

C. The EDUCATION COMMITTEE:

- 1. COMPOSITION. The First Vice President serves as chairman and the Education Directors are members.
- 2. DUTIES. Each Education Director shall:
  - a. Assume responsibility for a year for a designated program area approved by the Board of Directors. The areas may be changed from year to year to fit changing needs and conditions.
  - b. Outline materials suitable for adoption in county programs, either as lessons or special activities.
  - c. Represent the Association in activities which promote the objectives of the Association and within the limits of budget allotment.
  - d. Cooperate with the Membership Committee in planning District Meetings.
  - e. Supply annually to County Association presidents a current list of Extension generated educational programs for use in planning county programs.

D. The INTERNATIONAL PROJECT FUND COMMITTEE:

- 1. COMPOSITION. The International Education Director serves as chairman and four Board of Directors members appointed, preferably for two-year staggered terms, and the Treasurer shall be an ex-officio member, without a vote.
- 2. DUTIES. This committee shall with approval of the IAHCE Board of Directors:
  - a. Forward 50% of monies collected in Illinois for Friendship Projects Fund to ACWW.
  - b. Administer the use of 25% of the Friendship Projects Fund monies collected in Illinois for use in promoting international understanding for County Association members and/or international special projects.

- c. Administer the use of 25% of the Friendship Projects Fund monies collected in Illinois for use in supporting a selected not-for-profit organization that has nationwide and/or global impact. Set aside funds for designated delegate(s) to attend the ACWW Triennial Conference and ACWW/CWC USA Area Conferences.
  - d. Assume other duties as outlined in IAHCE approved guidelines.
- E. The MEMBERSHIP COMMITTEE:
- 1. **COMPOSITION.** The Second Vice President is chairman and District Directors are members as liaison between the Board of Directors and committee.
  - 2. **DUTIES.** The committee shall:
    - a. Promote the membership objectives adopted by IAHCE.
    - b. Cooperate with the Education Directors in planning IAHCE District Meetings.
    - c. Collect *Affirmative Action* reports from the counties for filing.
    - d. Perform such other duties as may be assigned by the Board of Directors.
- F. The NOMINATING COMMITTEE shall approve and release the names and qualifications of the candidates eligible for IAHCE office in accordance with Article VII of these Bylaws.
- G. The SCHOLARSHIP COMMITTEE:
- 1. **COMPOSITION.** Four Board of Directors members serve two-year staggered terms so that two members are selected each year.
  - 2. **DUTIES.** This committee:
    - a. Shall review scholarship guidelines annually.
    - b. May choose up to ten (10) qualified recipients annually for \$500.00 each, providing funds are available.
    - c. Shall direct the Treasurer to make payments to individual recipients at designated times.

## ARTICLE XI – MEETINGS

### SECTION 1. ANNUAL OR SPECIAL MEETINGS.

#### A. SCHEDULING.

- 1. The IAHCE shall hold an Annual Meeting each year, preferably between March 1 and April 15, the date and site to be selected by the Board of Directors.
- 2. If an Annual Meeting cannot be held at the time and place chosen, the Board of Directors shall, within 60 days of notification, designate the time and place it shall be held and notify the County Associations of the decision.

3. In the event of an emergency, when the holding of the Annual Meeting is made impractical, then all powers, functions, and duties of the Annual Meeting are hereby vested in the County Associations and shall be performed and decided by mail in such manner as the Board of Directors may prescribe.
4. Special Meetings may be called by the Board of Directors or by one-third of the County Associations, whenever deemed necessary to the welfare of IAHCE, provided notice specifying the principal business of the meeting is given at least 60 days prior to the meeting.
5. An amended budget and/or dues may be presented to the voting delegates for consideration at a Special Meeting.

**B. NOTIFICATION.** The Board of Directors shall be responsible for notifying all County Associations concerning the time and place of each Annual Meeting at least 60 days prior to the meeting.

**C. REPRESENTATION.**

1. Each County Association shall be allowed a minimum of two voting delegates.
2. A county Association shall be allowed one additional delegate for each additional 200 members after the first 200.
3. One of the delegates shall be the county president or the president's alternate.
4. Other delegates and their alternates shall be appointed by the county president or selected by the County Association prior to the IAHCE Annual Meeting.
5. A registration fee shall be paid by anyone attending any part of all sessions of the Annual Meeting and may be waived for the IAHCE Board of Directors members, speakers, and the Parliamentarian.
6. IAHCE Board of Directors members shall not be appointed county delegates.
7. Only county delegates vote on officer elections.
8. The Board of Directors may vote on all matters other than election of officers.
9. No member may vote in more than one capacity and there shall be no proxy voting.

**D. BUSINESS.**

1. Any committee chairman or representative who is required to make an official report at the Annual or Special Meeting, shall be a member of the meeting for the purpose of reporting and moving adoption of the report but shall not have voting privileges, unless a delegate.
2. The Executive Committee, District Directors, and Education Directors shall be installed at the Annual Conference Meeting and shall assume their official duties at the close of the Annual Conference.

E. FINANCES. The IAHCE Treasurer shall have the right to deposit to the IAHCE treasury any excess in receipts and IAHCE shall have the responsibility to meet any deficit of the Annual Meeting and IAHCE District or Special Meetings.

## ARTICLE XII – REVENUE

No income, contribution, or other revenue shall inure to the benefit of any individual member.

## ARTICLE XIII – FISCAL YEAR

The fiscal year of IAHCE shall be January 1 through December 31 of each year.

## ARTICLE XIV – AUDIT

SECTION 1. The IAHCE Board of Directors shall appoint each year a financial review committee to be comprised of one Education Director, one District Director and three other HCE members.

SECTION 2. Prior to the annual business meeting, the financial review committee will review the IAHCE financial records. This committee will report the results of their review to the IAHCE Board of Directors.

SECTION 3. The IAHCE Board of Directors may call for an audit by an accountant at any time it is deemed necessary.

## ARTICLE XV – NAME AND MARKS

The name and service marks of IAHCE may be used by any member, state, district, or county, only in accordance with regulations issued from time to time by the Board of Directors. Use of the name and service marks of IAHCE by non-members or non-member organizations, other than in news reporting or commentary, is permitted only with prior approval of the Board of Directors.

## ARTICLE XVI – ENDORSEMENT AND SPONSORSHIP

No member, state, district, or county, and no non-member organization shall be permitted to use the name or service marks of IAHCE in a manner to state or imply sponsorship or endorsement of any commercial product or service, except on approval of the Board of Directors.

## ARTICLE XVII – INDEMNIFICATION

The officers, employees, agents, and servants of IAHCE shall be indemnified for any costs, expenses, or liabilities incurred as a result of the performance of their duties.

## ARTICLE XVIII – DISSOLUTION

In case of dissolution of this Association, a plan for distribution of the assets, not inconsistent with the provisions of the *General Not for Profit Corporation Act*, shall be adopted. No distribution of the property of IAHCE shall be made until all debts are fully paid and then only upon its final dissolution and surrender of the organization and name and as otherwise provided by law. Action by a two-thirds majority of the voting delegates at the Annual or Special Meeting, a quorum being present, shall be necessary to authorize any distribution.

## ARTICLE XIX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Roberts Rules of Order, Newly Revised* shall govern in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and Standing Rules and any special rules of order the Association may adopt.

## ARTICLE XX – AMENDMENTS

SECTION 1. BYLAWS. These Bylaws may be revised or amended by any of the following methods:

- A. At any Annual or Special Meeting by a two-thirds vote of the authorized registered delegates in attendance and voting, provided that copies of the proposed amendments shall have been mailed to the IAHCE Board of Directors, County Associations, and the Parliamentarian, at least 60 days prior to the meeting.
- B. By a referendum vote of the Board of Directors and County Associations. A referendum may be ordered by a two-thirds vote of the Board of Directors or by a majority vote of the County Associations. An affirmative vote shall be necessary for adoption.

SECTION 2. STANDING RULES. Standing Rules may be adopted, amended, or rescinded at any Annual or Special Meeting by any of the following methods:

- A. By a majority vote, provided that copies of the proposed amendments shall have been mailed to the IAHCE Board of Directors, County Associations, the Parliamentarian, and the chairman and each member of the Bylaws and Standing Rules Committee at least 60 days prior to the meeting.

B. Standing Rules may be adopted or amended by the Board of Directors between Annual Meetings, provided that, at the time of adoption, notice is given to Each County Association. Such Standing Rules shall be in effect until the next Annual or Special Meeting at which time they must either be rescinded by the Board of Directors or presented for ratification. When ratified, they shall remain in force until rescinded or otherwise disposed of at an Annual or Special Meeting.

SECTION 3. CORRECTIONS. Automatic grammatical, punctuation, and correlation changes in these Bylaws and Standing Rules, which in no way alter the intent of the respective Bylaw or Standing Rule, shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors.

SECTION 4. ENACTMENT. These Bylaws and Standing Rules and/or amendments thereto, shall become effective at the adjournment of the Annual or Special Meeting unless otherwise specified.

## ARTICLE XXI - COUNTY WITHDRAWAL/RESIGNATION FROM ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION (IAHCE)

SECTION 1. When a county considers withdrawal / resignation from this Association, they must contact the IAHCE current President by registered letter (60) days prior to the County's withdrawal / resignation vote at their Annual or Special Meeting.

SECTION 2. Upon withdrawal / resignation from this Association the County is no longer eligible for the following:

- A. Use of the County Association's name at the time of their withdrawal / resignation vote.
- B. Access to this Association's liability insurance.
- C. Access to any University of Illinois Extension lessons developed for this Association. Once a County Association withdraws / resigns, the County Extension or cluster will be notified and Extension lessons and/or educators will no longer be available without charge.

SECTION 3. All dues collected and not paid to IAHCE prior to a County's withdrawal / resignation must be paid by certified check and traceable mail to the IAHCE Treasurer within three (3) days after County's formal withdrawal / resignation vote. The County Association expected to follow General Rules for Not-for-Profit Illinois organizations. Specific to HCE after notifying IAHCE of the withdrawal.

- A. Dues are based on the County's last recorded December 31 membership.
- B. Friendship Projects Fund/Special Projects – money collected for ACWW or any other special project must be paid to IAHCE.
- C. Outstanding County HCE bills such as U of I Extension commitment, approved scholarship winner, postage permit fees, printing, etc.
- D. Scholarship – monies collected and placed in an account for the future purpose of providing a scholarship must be used solely for that purpose. Therefore, should you have a surplus set aside for future scholarships that money should be sent to IAHCE for the sole purpose of IAHCE Scholarships.

SECTION 4. All accounts under the County Association's name as used prior to the withdrawal / resignation from IAHCE must be closed. This includes bank accounts, United States Post Office permits, not for profit status, logos, written material and any other items that imply or use the Association's name, acronym, or insignia.