

# ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION

## POLICIES

### I. Delegate Representative to Affiliated Organizations.

Illinois Association for Home and Community (IAHCE) Education shall, when the budget allows, send a delegate to the annual meeting of each organization with which the IAHCE is affiliated or currently cooperating, National Volunteer Outreach Network (NVON), Country Women's Council (CWC), and Associated Country Women of the World (ACWW).

Inability of IAHCE to assume delegate expense shall not prevent an approved delegate from attending at her own expense.

The voting delegate to NVON, CWC, and ACWW shall be the President. First alternate shall be the First Vice President. Second Vice President shall be the second alternate to NVON. Second alternate to ACWW and/or CWC shall be the International Director. If none of these can serve, then the Association shall choose, by ballot, another delegate.

All delegates shall give a report of the meeting upon their return. A delegate shall present an itemized account of expenses. Cost of passport and immunizations for travel shall be an allowable expense.

### II. Federation or Association Pins.

Illinois Homemakers Extension Federation and/or Illinois Association for Home and Community Education insignia pins may be purchased from the state IAHCE supplier.

1. Federation and/or Association pins may be worn by any Association for Home and Community Education member.
2. Association pins with gavel may be worn by any present or past County Association for Home and Community Education President.
3. Association pins with pearl studded wreath may be worn only by present and past State Association board members.
4. Association pins with pearl studded wreath and diamond set gavel may be worn by present or past State Association President.

### III. Name

Use of the name of the Illinois Association for Home and Community Education in any form, including letterhead, to present single views of controversial issues is not permitted.

Use of the name of the Illinois Association for Home and Community Education to advertise any commercial product or by commercial agencies to promote sales of commercial products is not permitted.

Mailing lists of counties' Association for Home and Community Education members or officers shall not be used for any reason other than Illinois Association for Home and Community Education business.

### IV. Distribution of Policies

A policy sheet will be made and a copy of this sheet is to be placed in the Leadership School Handbook, which is given to each Board member.

The IAHCE Board policies will be reviewed and revised each June by the Bylaws and Standing Rules Committee. Changes may be made at any Association Board meeting by a majority vote of those present and voting.

Policy acceptance dates shall be listed with the policy.

The original copy of each policy shall be kept on file with the Bylaws and Standing Rules Committee. The IAHCE Secretary will also keep a book of these policies.

### V. Files

All materials older than three years may be disposed of except for one of any material pertaining to the history of the organization.

The Secretary of the IAHCE will donate a duplicate set of minutes and other information of historic value acquired during her years in office to the Archives at the end of her term. The President will also donate a copy of any historical papers to the Archives when her term has ended. The Newsletter Editor will maintain an extra set of state Newsletters to be given to the Archives at the end of her term.

The Treasurer shall keep records on file according to accepted records retention schedule as published by the IRS.

## IAHCE HISTORIAN/HISTORIAN OF THE ARCHIVES

The positions of Historian and Historian of the Archives are both off-board, non-voting positions, appointed for an indefinite period of time by the President of IAHCE (with approval of the IAHCE Board) during the first year of the President's term. It is suggested that a time of three years be set and re-evaluation of the position, according to the interest of the individuals, be carried out at that point in time. Preference should be given to IAHCE Past Board Members who apply, because of the knowledge of the organization they bring to the position.

The IAHCE budget should reflect any estimated funds needed by these chairmen. Requests for these funds shall be made by the individuals on expense sheets currently used by the IAHCE Board. The Board may authorize the printing of historical materials in book or other form.

Duties of the Historian should include the evaluation of historic materials which may be offered to the organization. This would include maintaining a notebook or card file of materials at the home of the Historian, the Historian of the Archives, as well as at the home of the State president. A copy of this file should also be a part of the Archives.

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The duties of the Historian of the Archives are that of a librarian. It will be her duty to file the donated materials in suitable containers purchased by the IAHCE Board. She shall consult with the Historian about any materials donated directly to her care (other than routine minutes, newsletters, legal papers) so that they may be noted in the Historian's file.

A "picture file" which included IHACE/IAFCE/IHEF/HOME BUREAU/CES/U of I EXTENSION photos was located at Bevier hall on the campus of the University of Illinois in Urbana in 1990.

The current Historian and Historian of the Archives shall be given a complimentary ticket to the Elsie Mies Banquet at Annual Conference each year and may be seated with other past state board members. They shall be introduced at functions where such introductions are proper.

Known Historians include:

1964 - Olive Vaupal

1988 - Meta Miller

1989 - Meta Miller - Co Chairmen of IAHCE Historical Book

Janet Sawyer

1994 - Terry Jameson

Written: 6/94

Revised: 10/94

Revised: 6/99

2002