

ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION  
**STANDING RULES**

I – EXPENSES

1. All requests for reimbursements are subject to budget limitations and availability of IAHCE funds.
2. All necessary expenses for the Board of Directors members attending state meetings or on official duties in connection with the office may be reimbursed.
3. Association members, when driving their own car on official business will be allotted mileage not to exceed the amount set by the Annual Illinois Governors Travel Control Board of Regulations.
4. Expenses for retiring IAHCE Board of Directors members, including transportation home, may be paid through the entire period of changeover of board members.
5. Expenses for new Board of Directors members shall take effect when they assume the duties. Registration fee, meal package, and housing with other IAHCE Board members will be paid by IAHCE.
6. The Association may reimburse current Board of Directors members postage, copying, and communication expense incurred in fulfilling their duties.
7. IAHCE committee chairmen shall submit expense reports for meetings for out-of-pocket expenses subject to the approval of the President and the Budget and Finance Committee.
8. Annual Meeting or sub-committee chairmen, if not currently serving on the IAHCE Board of Directors, may be reimbursed for preconference expenses, plus all/or a portion of, the registration fee, meal and housing packages subject to the approval of the Board of Directors.
9. Annual Conference speakers or presenters, other than University of Illinois Extension staff, may be reimbursed, subject to the approval of the Board of Directors.
10. Expenses for a member serving on the IAHCE District Director Nominating Committee shall be the responsibility of the individual County Association.
11. County Associations must request permission from the IAHCE President to invite any Board of Directors member as a speaker, other than the current President, at IAHCE expense.

## II – INTERNATIONAL PROJECTS PROCEDURES

1. Set aside annually the sum of not less than \$400.00 or no more than \$800.00 for the ACWW Triennial Conference delegate expense. The amount may be adjusted in relation to the location of the meeting. Any surplus may become a part of the next Triennial expense fund.
2. Set aside delegate funds for the IAHCE International Director to attend one meeting during the three-year term with the fund not exceeding \$600.00 for one to three trips.
3. Consider the following in disbursing the remaining funds each year:
  - a. Sending the IAHCE President as delegate to CWC
  - b. Contributing to the Illinois 4-H IFYE Student Exchange program.
  - c. Giving mini-stipends to the counties for their international programs.
  - d. Contributing to the International Peace Garden.
  - e. Support any project promoted by ACWW or CWC.

## III – HONORARIUMS AND DONATIONS

1. The retiring President shall present the incoming President, when installed, with a state President's pin and gavel, at Association expense.
2. The President shall present each retiring Board of Directors member with a token of appreciation at Association expense.
3. Each retiring IAHCE President shall receive a lifetime subscription to the *IAHCE Newsletter*.
4. All other IAHCE Board of Directors members shall receive a five-year subscription to the *IAHCE Newsletter*.
5. In the event of the death of:
  - a. A current or past State Board of Directors member – A donation of \$50.00 may be given as a memorial to the Support Fund, with a sympathy letter to the family.
  - b. Current Extension liaison to IAHCE Board of Directors – A donation of \$50.00 may be given as a memorial to the Support Fund with a sympathy letter to the family.
  - c. Spouse or family member living full time in the home of a current Board of Directors member – A donation of \$25.00 may be given as a memorial to the Support Fund with a sympathy letter to the family.
  - d. Parent or child of a current Board of Directors member not living in the member's home – A sympathy card may be mailed to the family.

## IV – SCHOLARSHIPS

1. The scholarships offered by IAHCE may be:
  - a. Three scholarships in the area of consumer and environmental science at the University of Illinois at Urbana.
    1. The Mrs. Spencer Ewing Memorial Scholarship determined by the rate of interest from the trust fund.
    2. Two IAHCE scholarships at \$250.00 each.
2. County HCE-IAHCE member educational scholarships may be awarded according to the guidelines found in the *IAHCE Guidebook*.

## V – MISCELLANEOUS

1. County Associations are requested to review their Bylaws, Standing Rules, and Policies every four years and provide a copy of them when requested by their District Director or IAHCE Board of Directors.
2. Mailing lists of the IAHCE membership shall not be released.
3. IAHCE “die” used for stationary and the corporate seal may be used only by the Association Board of Directors. The corporate seal shall be kept in the President’s files and may be removed only upon order or permission.
4. Seals made from the Association emblem may be sold to counties for their approved use. The IAHCE logo seal or copies may not be altered or defaced in any manner.
5. County Associations may purchase space in the Annual Meeting Trade Show.
6. The IAHCE Bylaws and Standing Rules shall be reviewed each June by the Bylaws and Standing Rules Committee. Changes may be recommended at any IAHCE Board of Directors meeting by a majority vote of those present, a quorum being present.
7. Before the Annual Meeting a Tellers Committee shall be appointed by the President, no member of which shall be a current IAHCE officer, candidate for office, delegate, or alternate. The committee shall be responsible for distributing and collecting the ballots and for tallying votes. After all votes are cast and the vote is tallied, the Chairman of the Tellers Committee shall report the results of the balloting to the assembly and the President shall then declare the results of the balloting.