

Winnebago County Association of Home and Community Education (WCAHCE)

Standing Rules, October 2022

1. Standing Rules may be changed at WCAHCE meetings by majority vote.
2. The By-Laws and Standing Rules of the WCAHCE will be published in the January issue of the newsletter.
3. By-Laws shall be reviewed every even year. Any necessary updates/changes will be made in accordance with the procedures outlined in Article XI of the By-Laws.
4. Standing Rules shall be reviewed every odd year and changes made using Roberts Rules of Order.
5. Annual dues shall be \$12.00 per club member or individual/household membership (\$5.00 for State, \$1.00 for District and \$6.00 for County) beginning in 2022. Dues are subject to change. Dues shall be paid to the WCAHCE Treasurer by October 31.
6. Only dues-paying WCAHCE members are eligible for benefits of WCAHCE such as 50-year recognition, participation in Cultural Arts competition, eligibility for scholarships etc. Provisions for honorary club members will be up to the discretion of the individual clubs.
7. All clubs are expected to have two delegates attend the Annual Meeting. The Annual Meeting is an open meeting. Any WCAHCE member and their guests may attend.
8. All Committee Chairs and the Treasurer shall file an Annual Report in writing to the Winnebago County Extension Office two (2) weeks prior to the Annual meeting. This report will be summarized in the WCAHCE newsletter.
9. The Treasurer's books are to be audited every even numbered year.
10. Newly elected Executive Board members (4 Officers and Committee Chairs) shall receive a complete file of pertinent information from outgoing Executive Board members when they take office.
11. Registration fee for Annual State and District meetings will be paid for Executive Board members or their alternates.
12. Any proceeds from the Spring Banquet/Rally (or equivalent activity) after expenses shall be deposited into the Scholarship Fund.
13. Earnings from the Lorraine Barthel Scholarship account shall be deposited into the Scholarship Fund. The account's original principle of \$1,000 shall remain intact.
14. WACHCE will give a yearly one-time \$750 Scholarship (2 maximum) to family members of WCAHCE members. Students who are graduating from high school and students who are now attending and plan to continue in an accredited institution of higher education are potential applicants for the HCE \$750 one-time scholarship. Applicant must be a relative of a current member of Winnebago County HCE. The area of interest and school of choice are not restricted. Any exception would need to be approved by the Executive Board (4 officers and Committee Chairs) and Club Presidents.

The Scholarship Committee consists of three members. Each member serves four years, with a new member added each third year. The Chair will be chosen by the Committee. Each year the scholarship application form will be put in the first and second issues of the Sunnyviews newsletter, on-line at Winnebago County Extension and will also be available for pick up at the Winnebago County Extension Office in Oshkosh. Requirements and deadlines will be on the application.

Applications must be postmarked no later than April 1. Once the applications have been received, the Chair will send each Scholarship Committee member a copy of each applicant's materials being sure they arrive a minimum of three (3) days before the scheduled meeting. Following their decision, the Scholarship Committee will notify all applicants by letter around April 15. The winner's letter will include the requirements for receiving the scholarship. The requirements are information which shows successful completion of their freshman year, registration for the sophomore year, and the address where the scholarship check is to be sent. The deadline for submitting this information is July 1 following their freshman year. The WCAHCE Treasurer will send the scholarship money to the awardee's college of choice. If the recipient does not complete the requirements by July 1, the alternate, if one was chosen, will be given the scholarship.

The Scholarship Committee meeting is called by the chairperson to review all applications using the following point system:

1. Application Form 10% - maximum 10 points
Timely, complete, neat
2. 150-200 word Essay on "Reasons why I chose my anticipated area of study" 10% - maximum 10 points
On target of question and quality of writing
3. Academic Record 20% - maximum 20 points
4.0-3.6 = 20
3.5-3.0 = 15
Below 3.0 = 10
4. Two letters of Reference 10% - maximum 10 points
References must include one from the high school. No family members can be used.
Note words used to describe the applicant (1 point per character trait). Do not count duplicate or similar words.
5. Volunteer/Community Service and statement of reason for participation 20% - maximum 20 points
Variety
Consistency
Length of time served (short term-multiply by 2) (long term-multiply by 3)
6. Organizations in and outside of school including paid work 20% - maximum 20 points
1 point for each organization plus 1 point for each leadership role per organization. Multiply the number by 2.
7. Overall appearance and cumulative feeling 10% - maximum 10 points
Give points for something not identified in other areas. If any number is higher than the set point for any previous category, more credit could be counted in this category.

High school applicants must begin their full time higher education studies in the summer/fall following the awarding of the scholarship. The Scholarship of \$750.00 will be awarded at the beginning of the recipient's second year of full-time study.