

TENNESSEE ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION

BYLAWS

- Adopted, March 24, 1982
- Amended, November 15, 1989
- Revised, November 15, 1990
- Revised, November 7, 1991
- Revised, December 3, 1992
- Amended, November 12, 1996
- Amended, November 3, 1998
- Amended, November 27, 2001
- Amended, November 9, 2004
- Amended, November 15, 2005
- Amended, November 27, 2007
- Amended, November 10, 2009

**ARTICLE I
NAME**

The name of this organization shall be the Tennessee Association for Family and Community Education. TAFCE when used hereafter shall be defined to mean the Tennessee Association for Family and Community Education.

**ARTICLE II
OBJECTIVES**

The objectives of the Tennessee Association for Family & Community Education shall be:

- A. to bind together the FCE Clubs of the state in educational programs and activities that promote higher standards of family living, homemaking and citizenship responsibility;
- B. to further strengthen, develop, coordinate, and extend adult education in family and consumer sciences to improve the quality of living in cooperation with the University of Tennessee Extension, USDA, and local county government;
- C. to provide opportunity for TAFCE members cooperating in Extension Family & Consumer Sciences educational programs to pool their judgment and experiences for the improvement of Home and community life;
- D. to offer a means by which TAFCE members, in cooperation with University of Tennessee Extension may interpret and promote educational and citizenship programs of state, national, and international importance in the preservation of the American home and provide opportunities for better understanding throughout the world;
- E. to promote family strengths and leadership development.

ARTICLE III MEMBERSHIP

Section I. Membership

- A. The membership of TAFCE shall be composed of the Tennessee FCE Clubs. TAFCE does not discriminate by sex, race, color, age, handicap, religion, National origin or veteran status.
- B. Members of any FCE Club in Tennessee shall subscribe to these bylaws and pay membership dues including local, county, region, and state. Members also may subscribe to national dues.
- C. Honorary membership may be granted to any person who has made an outstanding contribution to the TAFCE program, and FCE County Council. A Region Council or State Board member may recommend honorary members. The TAFCE State Board must approve them. No dues shall be required. Honorary members are ineligible to vote.

ARTICLE IV OFFICERS, ELECTIONS AND DUTIES

Section I. Officers

The officers of the association shall be a President, a President-elect, Vice President for Programs, Vice President for Public Policy, Secretary, and Treasurer.

Section II. Election

- A. The election and installation of President, Vice President for Public Policy, and Treasurer shall be at the annual meeting in the even years. These officers will assume their duties on January 1st following their election and installation.
- B. The election for the President-elect, Vice President for Programs and Secretary shall be at the annual meeting in the odd years. These officers will assume their duties on January 1st following their election and installation.
- C. The President-elect shall be elected following a rotation plan. The office of the President-elect of TAFCE will rotate by regions beginning with Eastern in 2006, followed by Western and Central Regions, and continue in this rotation plan.
Other officers will not rotate. All officers will serve a two (2) year term until their successors are elected and installed, with the exception of the President-elect who will serve a one (1) year term. In the event that a region cannot provide a candidate for President-elect, the next region in rotation would become eligible to furnish a candidate for this office. The deadline for an eligible region to relinquish the office of President-elect shall be January 1st of the election year. In the event a region has more than one (1) candidate for President-elect, each candidate will be submitted to the TAFCE nominating committee.
- D. The services of a professionally trained non-member Parliamentarian will be utilized for the annual business meeting.
- E. No officer may be elected to the same office for a second term consecutively. A candidate shall have completed any term of office by January 1st of the year following election at State FCE Conference.

- F. A nominating committee consisting of the Vice President for Programs plus the three (3) Region presidents shall make nominations. The Vice President for Programs shall serve as chairman. All candidates for office must be a member in good standing of TAFCE before they are nominated. All candidates for office must give consent in writing to serve if elected.
- G. Qualifications must reach the nominating committee by August 1st. The nominating committee will determine eligibility.
- H. All nominees must be present for the election (**with the exception of an extreme emergency**). The nominating committee may present two (2) or more names for each office to be filled, unless there is only one (1) candidate.
- I. The Vice President for Programs must give the qualifications for all persons being nominated for offices to the Secretary for filing prior to the business session at which the election will be held.
- J. If no nominations are received for a specific office by the August 1st deadline, a voting delegate may make nominations for the office at the annual meeting. The voting delegate must submit the candidate's written consent to serve and written certifications by their Region Board that the candidate is qualified to serve in the position for which the member is being nominated. If nominations are made from the floor, the candidate's qualifications and written consent to serve must be presented to the nominating committee chairman or appointee, by the person making the nomination prior to the opening of the meeting at which time the election occurs.
- K. Election shall be by written ballot at the annual meeting unless there is only one candidate for the office. A majority vote of those members eligible to vote is required for election to an office. Each region shall appoint a non-voting TAFCE delegate to count ballots. Those appointed to count ballots cannot be one of the candidates for office.
- L. If a majority vote is not reached after two (2) ballots are cast, all names shall be deleted except the two who receive the largest number of votes on the second ballot. Voting continues until candidate receives a majority.
- M. Other officers and committee chairmen necessary for TAFCE shall be appointed by the President and approved by the State Board. If the appointed officer, committee chairman or members fail to attend meetings and fulfill the duties of the office without adequate reason, the president shall appoint a successor for the specific vacancy.
- N. If an officer resigns or cannot serve out the term of office, the TAFCE State Board will appoint a TAFCE member to serve out the term.
- O. No person may hold more than one (1) office, either elected or appointed, at the state level.
- P. All officers **must** submit to their successor all materials pertinent to procedures, duties, and responsibilities of that office.
- Q. A candidate shall be nominated for only one office in the same election. No elected state officer may serve as an elected Region or National officer while serving as a state officer.
- R. The President shall instruct the tellers to report the number of votes cast for individual candidates to the President for declaration of the winner, to the Secretary for inclusion in the official records of TAFCE, and to the general assembly upon request.
- S. If no nominations for an office are received, the TAFCE President, with approval of the TAFCE Board, shall appoint a member to fill the office.

Section III. Qualifications

- A. A candidate for Vice President for Programs or Vice President for Public Policy must have served as a President of a County Council, or on a Region or State Board of TAFCE. A candidate for President-elect must have served as a Region President, or on the Board of TAFCE.
- B. A candidate for Secretary or Treasurer must have served as a County Council officer, or on a Region or State Board of TAFCE.
- C. A candidate for Secretary should understand the importance of preserving the official records of TAFCE, have the ability to write minutes, and provide a safe repository for official records.
- D. A candidate for Treasurer shall be eligible for bonding, and be knowledgeable in bookkeeping.

Section IV. Duties

- A. The duties of the President shall be to:
 - 1) preside at all TAFCE and State Board meetings;
 - 2) serve as TAFCE's official representative;
 - 3) appoint, subject to the approval of the State Board, special committees and committee chairmen needed to carry on the business of TAFCE;
 - 4) report to the membership at the annual meeting;
 - 5) serve as an ex-officio member of all committees with the exception of the nominating committee;
 - 6) submit reports to National Association for Family & Community Education (NAFCE) as requested;
 - 7) perform all acts and duties usually performed by an executive and presiding officer;
 - 8) perform other duties as are prescribed in these bylaws and by the parliamentary authority adopted by TAFCE.
- B. The duties for President-elect shall be to:
 - 1) prepare for the office of President;
 - 2) assist the President and perform all assigned duties during the one-year term of office;
 - 3) serve with a vote on the TAFCE State Board.
- C. The duties of the Vice President for Programs shall be to:
 - 1) direct the activities of the Education Committee;
 - 2) serve as chairman of the Nominating Committee;
 - 3) assist the President in any other assigned duties;
 - 4) perform the duties of the President in the event of her resignation, disability, or death until the next meeting of the TAFCE State Board.
- D. The duties of the Vice President for Public Policy shall be to:
 - 1) coordinate the Family Community Leadership (FCL) program and to assist in promoting and strengthening the FCL program;
 - 2) serve as Chairman of the CVU's program;
 - 3) work in cooperation with the Treasurer to see that the books are audited, and **secure an auditor for treasurer's books at end of term;**
 - 4) perform the duties of the President in the event of the President and Vice President for Programs' resignation, disability or death until the next meeting of the TAFCE State Board;
 - 5) coordinate public relations activities for TAFCE.
- E. The duties of the Secretary shall be to:
 - 1) keep a complete record of all meetings of TAFCE and its State Board and to distribute minutes within thirty **30 days** of the close of the meeting;
 - 2) have a general charge and supervision of the books and records of TAFCE;
 - 3) perform any other secretarial duties as assigned by the President and/or the State Board;

- 4) sign papers pertaining to TAFCE as authorized or directed to sign by the Board;
 - 5) send all notices required by the bylaws;
 - 6) make a full report of all matters and pertaining to the office as required by the Board.
- F. The duties of the Treasurer shall be to:
- 1) provide detailed ledger and computer generated reports;
 - 2) receive and keep records of all TAFCE funds;
 - 3) pay all authorized expenses upon written authorization from the President;
 - 4) make a full report of all matters and business pertaining to that office at the annual meeting and each Board meeting;
 - 5) perform such other duties as may be prescribed by the State Board;
 - 6) work in cooperation with the Vice President for Public Policy for an audit of books at the end of treasurer's term;
 - 7) serve as chairman of the Finance Committee.

Section V. Bonds

The State Board may require the officers, agents, or employees to furnish adequate bonds. The cost of such bonds shall be paid by TAFCE.

ARTICLE V STATE BOARD

Section I. Responsibilities

The State Board shall manage the business, property, and responsibilities of TAFCE.

Section II. Composition

The State Board shall consist of the President, President-elect, Vice President for Programs, Vice President for Public Policy, Secretary, Treasurer, the Presidents of the three (3) Regions, and the Educational Committee.

Ex-officio members shall be the following: the immediate Past President for one year and representatives of The University of Tennessee Extension, Associate Dean for Family Consumer Sciences, one Family Consumer Sciences Specialist appointed by the Associate Dean for Family Consumers and the Region Program Leaders. Ex-officio members are advisors and have no vote.

Section III. Duties

Duties of the State Board shall be to:

- 1) transact any business of TAFCE;
- 2) carry out duties within the bylaws;
- 3) give leadership to planning and implementing all activities of TAFCE;
- 4) approve chairmen of committees appointed by the President;
- 5) approve plans for the annual conference;
- 6) appoint successors to fill out the unexpired terms of any officer whose successor is not specified in the bylaws;
- 7) submit to successor all matters pertinent to procedures, duties, and responsibilities.

Emergency business may be conducted by phone, mail, fax, e-mail or conference call.

Section IV. Meetings

- A. The State Board shall meet prior to, and, at the close of the annual conference at a time and place determined by the President.
- B. The President or majority of the Board may call meetings at any time.
- C. A simple majority of the members of the Board shall constitute a quorum for the transaction of all business.

Section V. Notice of Meetings

The Secretary shall mail printed notice of all meetings to all members of the Board at least ten (10) days before every meeting as instructed by the President. The notice shall include the time, place, and purpose (s) of the meeting.

Section VI. Committees

- A. The State Board, at their discretion, may establish such standing and temporary committees, as needed which may be required to carry out the objectives of TAFCE.
- B. Standing Committees
 - 1) The Finance Committee shall consist of the three (3) Region Presidents, the President-elect and be chaired by the Treasurer. The Treasurer shall submit a proposed budget of anticipated revenues and expenditures to the Finance Committee at the planning meeting held between annual conferences. The committee shall act on the budget, and submit the proposed budget to the TAFCE Board for approval. The budget shall be submitted to the voting delegates in writing at least thirty **(30) days** prior to the annual conference, and shall be presented for action at the business meeting of the annual conference.
 - 2) The Nominating Committee shall consist of the TAFCE Vice President for Programs and the three (3) Region Presidents. The TAFCE Vice President shall serve as the chairman.
 - 3) The Bylaws Committee shall consist of the TAFCE Vice President for Public Policy and the three (3) Region Presidents. The TAFCE Vice President for Public Policy shall serve as chairman.
- C. The President, with the approval of the Board, shall appoint chairmen of special committees. Chairmen of these committees shall:
 - 1) attend TAFCE Board meetings at the request of the President without vote;
 - 2) provide the President with a written report, and if requested, an oral report.

**ARTICLE VI
EDUCATION COMMITTEE AND REGION PRESIDENTS**

Section I. State Education Committee

The State Education Committee work areas are: cultural arts, family issues, membership and community involvement.

- A. Duties of the State Education Committee:
 - 1) there shall be three (3) members of this committee-one from each Region appointed by the President;
 - 2) establish communications and keep the Region Education committee informed on the program planned for the state;

- 3) serve on the State Board;
 - 4) complete and submit reports on time;
 - 5) give a copy of all reports to TAFCE State Board and the University of Tennessee Extension Advisors;
 - 6) submit to their successor all materials pertinent to procedures, duties, and responsibilities of that office;
 - 7) list of TAFCE projects sent to each County Council's President.
- B. The State Education Committee shall serve only one two (2) year term beginning January 1st following appointment,

Section II. The Region Presidents

Duties of the Region President on the TAFCE State Board shall be to:

- A. represent the region from which elected at all state meetings;
- B. keep the region membership informed of all business, programs, projects, and activities of the State;
- C. be prepared to give an oral report if requested by the TAFCE President;
- D. assist the Region Conference Coordinator the year they are the host Region.

**ARTICLE VII
MEETINGS**

Section I. Annual Meetings

The annual meeting shall be held between November 1st and November 30th each year at a place designated by the Board. Any necessary deviation must have two-thirds (2/3) approval of the TAFCE Board at least twelve (12) months prior to the annual meeting.

Section II. Special Meetings

A special meeting of the members may be called at any time by the President or by a majority of the Board. The President shall call a special meeting within sixty (60) days after receipt of a written request signed by ten (10) percent of the members in good standing.

Section III. Voting Delegates

The voting delegates shall be the TAFCE State Board and the Presidents of the TAFCE County Councils. If the County Council President cannot serve as the voting delegate, the county may appoint an alternate. The State Treasurer, State Secretary, the Host Region Treasurer and the Credentials Committee must verify all voting delegates.

If a county does not have a member present at the annual meeting, they will NOT have a vote.

Section IV. Notice of Meetings

The Secretary shall mail printed notice of the time and place of any meeting of the membership to the TAFCE County Council Presidents at least thirty (30) days prior to the meeting. Each president shall, in turn, notify the county membership. The notice of a special meeting shall also state the purpose of such meeting; no other business may be transacted.

Section V. Quorum

Ten (10) percent of the voting delegates shall constitute a quorum at any meeting.

**ARTICLE VIII
DUES & FINANCES**

Section I. Dues

- A. The Finance Committee will prepare a budget based on the annual dues for each member as set by the State Board. The TAFCE Treasurer must receive dues for the coming year by November 1st.
- B. Dues are subject to change by two-thirds (2/3) vote of the delegates at any annual or special meeting.

Section II. Reimbursement

Expenses incurred by officers and education committee members in the pursuance of the office shall be paid by the treasurer within the limits of the budget upon receipt of an itemized bill, and in accordance with the provisions of Article IV, Section IV., F. 3.

Section III. Other Financial Matters

In case of dissolution, the TAFCE Board shall assign all assets of TAFCE to the three (3) Regions, pro-rated according to membership of each region.

No dividends or other distributions shall be declared or paid to any member of TAFCE.

**ARTICLE IX
RESOLUTIONS**

Resolutions may be presented during the annual meeting provided copies of proposed resolutions have been sent to voting delegates sixty (60) days prior to the meeting.

The sixty (60) day period may be waived by a two-third (2/3) vote of the voting delegates.

**ARTICLE X
PARILAMENTARY AUTHORITY**

The rules contained in the most recent revision of Robert's Rules of Order shall govern TAFCE with the following exception: Article IV, Section II., and Item J.

**ARTICLE XI
AMENDMENT OF BYLAWS**

These bylaws may be amended by a two-thirds (2/3) vote of the delegates present at any annual or special meeting of the TAFCE. Notice of the proposed change shall be included in the notice mailed to the State Board and the Presidents of the TAFCE County Councils.

These bylaws may be amended without sixty (60) days notice by two-thirds (2/3) vote of the voting delegates present at the annual meeting, providing the proposed amendments have been presented at an earlier meeting during the conference.