

TENNESSEE ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION

BYLAWS

Adopted, March 24, 1982
Amended, November 15, 1989
Revised, November 15, 1990
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Amended, November 12, 1996
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Amended, November 10, 2009
Amended, November 3, 2014
Amended, November 18, 2018
Revised, November 16, 2021

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 and 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; and
- E. to promote family strengths and leadership development.

ARTICLE III MEMBERSHIP

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

ARTICLE IV OFFICERS, ELECTIONS AND DUTIES

Section 1. 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 the President, Vice President for Public Policy, and Treasurer shall be at the annual meeting in the odd years. These officers will assume their duties on January 1st following their election and installation.
- B. The election and installation of the President-elect, Vice President for Programs, and Secretary shall be at the annual meeting in the even 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 2020, 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 or 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. 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 the annual meeting.

- F. A Nominating Committee shall consist of the three (3) Region Presidents and be chaired by the TAFCE Vice President for Programs. All candidates for office must be members 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 candidates 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 annual meeting at which the election will be held.
- J. Even though nominations are received for a specific office by the August 1st deadline, a voting delegate may still make nominations for 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. 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 (1) candidate for the office. A majority of those present and voting 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 (2) 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 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 (1) 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 tellers shall report the number of votes each candidate received and the President declares the winner.
- S. If no nominations for an office are received, the President, with approval of the State 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 County Council President, or on a Region Board, or on the State Board. A candidate for President-elect must have served as a Region President or on the State Board.
- B. A candidate for Secretary or Treasurer must have served as a County Council officer, or on a Region Board, or the State Board.
- 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 advisory 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; and
 - 8) perform other duties as are prescribed in these bylaws and by parliamentary authority adopted by TAFCE.
- B. The duties of the President-elect shall be to:
 - 1) prepare for the office of President;
 - 2) assist the President and perform all assigned duties during the one(1) year term of office; and
 - 3) serve with a vote on the 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; and
 - 4) perform the duties of the President in the event of her/his resignation, disability, or death until the next meeting of the 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 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 State Board; and
 - 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 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 State Board;
 - 5) send all notices required by the bylaws; and
 - 6) make a full report of all matters pertaining to the office as required by the State 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 the office at the annual meeting and each State 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; and
 - 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 between annual meetings according to the policies and guidance adopted by the assembly.

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.

Advisory members shall be the following: the immediate Past President for one (1) year; the representatives of the University of Tennessee Extension; Assistant/Associate Dean for Family and Consumer Sciences; one Family and Consumer Sciences Specialist appointed by the Assistant/Associate Dean for Family and Consumer Sciences; and the Regional Program Leaders. Advisory members are advisors 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; and
- 7) submit to successor all matters pertinent to procedures, duties, and responsibilities.

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 simple majority of the State Board may call meetings at any time with proper notice as outlined in ARTICLE V, Section V. Notice of Meetings.
- C. A simple majority of the State Board members shall constitute a quorum for the transaction of all business.
- D. Emergency State Board meetings may be held via videoconference or teleconference with proper notice as outlined in ARTICLE V, Section V. Notice of Meetings, so long as all persons participating can hear each other at the same time. As with regular meetings, a simple majority of State Board members constitutes a quorum for the transaction of business. Action taken during an emergency meeting requires a two-thirds (2/3) majority vote of the State Board members in attendance. The State Board is authorized to make decisions and implement measures necessary to protect the financial integrity of the association and the health and welfare of the membership.

Section V. Notice of Meetings

The Secretary shall send notice of all meetings to all State Board members 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 its discretion, may establish such temporary or ad-hoc 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 State 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 approval at the business meeting of the annual conference.
 - 2) The Nominating Committee shall consist of the three (3) Region Presidents and be chaired by the Vice President for Programs.
 - 3) The Bylaws Committee shall consist of the three (3) Region Presidents and be chaired by the Vice President for Public Policy.
- C. The President, with the approval of the State Board, shall appoint chairmen of special committees. Chairmen of these committees shall:
 - 1) attend State Board meeting, without voting privileges, at the request of the President; and
 - 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 shall consist of three (3) members, one from each Region, appointed by the President.

The State Education Committee work areas may include: cultural arts; fashion revue; creative writing; technology; family issues; membership; and community involvement.

- A. Duties of the State Education Committee shall be to:
 - 1) establish communications and keep the Region Education Committee informed on the program planned for the state;
 - 2) serve on the State Board;
 - 3) complete and submit reports on time;
 - 4) give a copy of all reports to the State Board members and the University of Tennessee Extension Advisors;
 - 5) submit to their successor all materials pertinent to procedures, duties, and responsibilities of that office; and
 - 6) send a list of TAFCE projects to each County Council President.
- B. The State Education Committee shall serve a two (2) year term beginning January 1st following the appointment and may be reappointed for additional terms.

Section II. Region Presidents

Duties of the Region President on the 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; and
- D. assist the Region Conference Coordinator the year they are the Host Region.

ARTICLE VII MEETINGS

Section 1. Annual Meetings

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

Section II. Special Meetings

A special meeting may be called at any time by the President or by a majority of the State Board. The President shall call a special meeting 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 State Board and the County Council Presidents. If the County Council President cannot serve as the voting delegate, the County Council may appoint an alternate. The State Board Treasurer and Secretary, the Host Region Treasurer, and the Credentials Committee must verify all voting delegates.

If a verified County Council President or alternate is not present at the annual meeting, the county will not have a vote.

Section IV. Notice of Meetings

The Secretary shall send notice of the time, place, and purpose (s) of any meeting of the membership to the County Council Presidents at least thirty (30) days prior to the meeting. Each President shall, in turn, notify the county membership.

Section V. Quorum

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

**ARTICLE VIII
DUES & FINANCES**

Section 1. Dues

- A. The Finance Committee will prepare a budget based on the annual dues for each member as set by the State Board. The State Board 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 the State Board members and ex-officio officer 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 State Board shall assign all assets of TAFCE to the three (3) Regions, prorated 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-thirds (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.

**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 sent to the State Board members and the County Council Presidents.

