

BY-LAWS
TAFCE, Central Region
Adopted September 27, 2005

ARTICLE I NAME

The name of this organization shall be the Tennessee Association for Family and Community Education, Central Region. In all cases where the acronym fce is used, it means Family and Community Education and TAFCE means the Tennessee Association for Family and Community Education.

ARTICLE II OBJECTIVES

The objectives of the TAFCE, Central Region shall be:

(a) To bind together the County fce clubs of Central Region in educational programs and activities that promotes 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 University of Tennessee Extension, and the local county governments.

(c) To provide opportunity for fce members cooperating in Extension Family and Consumer Sciences educational programs to pool their judgment and experiences for the progressive improvement of home and community life.

(d) To offer a means by which fce 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

(a) The membership of this association shall be composed of members of TAFCE, Central Region clubs irrespective of race, age, color, national origin, sex, disability, or creed. Members must subscribe to these bylaws and must pay annual membership dues.

(b) Honorary membership may be granted to any person who has made outstanding contribution to the TAFCE, Central Region program. Honorary members may be recommended by a fce Council or Central Region Board member, and must be approved

by the Board of Directors. No dues shall be required. Honorary members are not eligible to vote.

ARTICLE IV FINANCES

Section I - DUES

(a) A budget, based on the annual dues for each member, will be prepared by the Treasurer and approved by the Central Board of Directors. The Central Region Treasurer must receive dues for the following year by October 1 of the present year. (Example: Dues paid in September 2005 are for the 2006, etc.)

Section II – REIMBURSEMENT

(a) Expenses incurred by officers, including the President-elect and the immediate past Central Region President, in pursuance of the office shall be paid by the Treasurer upon receipt of an itemized bill. Expenses over \$50.00 must have prior Presidential approval.

(b) Expenses incurred by members of committees appointed by the Central Region in the pursuance of the committee assignment shall be paid by the Treasurer upon receipt of an itemized bill. Expenses over \$50.00 must have prior Presidential approval.

(c) Expenses for Central Region President to attend the NAFCE Annual Conference will not be paid by the Region treasury UNLESS one-third of the region membership has paid NAFCE dues.

Section III - OTHER FINANCIAL MATTERS

(a) In case of dissolution, the TAFCE Central Region Board shall assign all its assets to the thirty-one (31) counties, pro rated according to membership of each county.

(b) No dividends or other distribution shall be declared to be paid to any member of fce.

ARTICLE V OFFICERS

Section I - OFFICERS

(a) The elected officers of this association shall be a President, President-elect (when applicable), Vice President for Programs, Vice President for Public Policy, Secretary, and Treasurer.

Section II - ELECTIONS

- (a) The election of the President-elect, Vice President for Programs and Treasurer shall be at the Central Region annual meeting in the even years. These officers will assume their duties on January 1 following their election, and after installation at TAFCE Conference.
- (b) The election of the President, Vice President for Public Policy and Secretary shall be at the Central Region annual meeting in the odd years. These officers will assume their duties on January 1 following their election, and after installation at the TAFCE Conference.
- (c) No officer may be elected to the same office for a consecutive term.
- (d) Nominations shall be made by a nominating committee consisting of the Central Region Vice President for Programs, as chairperson and representative from three counties in Central Region who will be appointed by the President of the Board.
All candidates for office must be a member of TAFCE in good standing and give consent in writing to serve, if elected, before being nominated.
- (e) If no nominations are received for a specific office by the deadline, nominations for office may be made at the Central Region annual meeting by a voting delegate, if candidate's consent has been secured. If not, nominations are made from the floor. The candidate's qualifications and consent to serve in writing must be presented to the nominating committee chairperson, or appointee, by the person making the nomination, prior to the opening of the meeting at which the election occurs.
- (f) Qualifications for all persons being nominated for office must be in the hands of the presiding officer for referral. All nominees should be present for election.
- (g) Qualifications must reach the nominating committee by the date established by the Board. The nominating committee will determine eligibility.
- (h) Election shall be by written ballot at the Central Region 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. If a majority vote is not reached after two ballots are cast; all names shall be deleted except the two who received the largest number of votes on the second ballot. Voting continues until a candidate receives a majority.
- (i) The President shall appoint three non-voting delegates to act as tellers to count ballots. Those appointed to count ballots cannot be one of the candidates for office.

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 and to the general assembly upon request.

(j) If an officer resigns, fails to carry out the duties of that office, or cannot serve out the term of office, the Region President will appoint, pending Board approval, a member to serve out the term.

(k) No person may hold more than one office or education committee chairperson, elected or appointed, at the Region level.

(l) All officers must submit to their successors all material pertinent to procedure, duties and responsibilities of that office.

Section III - QUALIFICATIONS

(a) A candidate for President and President-elect must have served as President of a County Council or on the Central Region Board of Directors. A candidate for Vice President for Programs, Vice President for Public Policy, Secretary or Treasurer shall be a present or past County Council officer, or have served on the Central Region Board of Directors.

(b) A candidate shall be nominated for only one office in the same election.

Section IV - DUTIES

(a) President: The President shall:

- (1) Preside at all meetings of this Central Region Association and its Board,
- (2) Appoint Education Chairmen and committee chairmen needed to carry on the business of this Association subject to approval of the Board,
- (3) Report to the membership annually,
- (4) Serve as an ex-officio member of all committees with the exception of the nominating committee,
- (5) Perform all acts and duties usually performed by an executive, and presiding officer, and
- (6) Serve as advisor and as an ex-officio member of the Board for one year after leaving office.

(b) President-elect: The President-elect shall:

- (1) Serve one year to learn the office of President in preparation for moving to that position next term,
- (2) Assists the President and perform all assigned duties during the one year term of office, and
- (3) Serve with a vote on the Central Region Board of Directors.

(c) Vice President for Programs - The Vice President for Programs shall:

- (1) Direct the activities of the Education Committee,
- (2) Serve as chairperson of the Nominating Committee,
- (3) Serve as an aide to the President in any other assigned duties, and
- (4) Perform the duties of the President in the event of resignation, disability or death until the next meeting of the Board of Directors.

(d) Vice- President for Public Policy - The Vice-President for Public Policy shall:

- (1) Coordinate the Family Community Leadership and Public Policy programs,
- (2) Work in cooperation with the Treasurer to see that the books are audited at the discretion of the Board of Directors,
- (3) Serve as chairperson of the CVU Program,
- (4) Serve as an aide to the President,
- (5) Perform the duties of the President in the event of resignation, disability or death of the president and the Vice-President for Programs until the meeting of the Central Region Board, and
- (6) Coordinate public relations for Central Region.

(e) Secretary - The Secretary shall:

- (1) Keep a complete record of all meetings of the Central Region Association and the Board of Directors,
- (2) May sign papers pertaining to the Association as authorized or directed by the Board,
- (3) Serve as Chairperson of the By-Laws Committee. All notice required by these By-Laws are to be sent and a full report made of all and business pertaining to the office as requested by the Board.

(f) Treasurer - The Treasurer shall:

- (1) Receive and keep records of all funds and pay all authorized expenses,
- (2) Make a full report of all matters and business pertaining to this office at the annual Central Region meeting,
- (3) The Treasurer shall serve as chairperson of the Finance Committee.
- (4) Perform such other duties as may be prescribed by the Board of Directors and work in cooperation with the Vice President for Public Policy to arrange for audit of books. (See Section IV, (d), (2) and

(g) Education Committee - The Education Committee work areas are: cultural arts, family issues, membership, and community involvement. The Education Committee shall:

- (1) Be appointed by the Central Region President,
- (2) Establish communications and keep the counties informed on the programs planned,
- (3) Serve (with a vote) on the Central Region Board
- (4) Complete and submit reports on time,
- (5) Submit to their successor ALL material pertinent to procedures, duties and responsibilities of that office, and
- (6) Serve only one two (2) year term beginning January 1 following appointment.

Section V – BONDS

- (a) The Board of Directors may require the officers to furnish adequate bonds. The cost of such bonds shall be paid by the Association.

ARTICLE VI - BOARD OF DIRECTORS

Section I - RESPONSIBILITIES

- (a) The business, property and affairs of this Central Region Association shall be managed by a Board of Directors

Section II - COMPOSITION

- (a) The Board of Directors shall consist of the President, President-elect (when applicable), Vice President for Programs, Vice President for Public Policy, Secretary, Treasurer and the Central Region Education Committee. Ex-officio members, who have no voting privileges, shall be the following: The immediate past fce Central Region President for one (1 year, representative of University of Tennessee Extension, the Central Region Program Leader, and County Family and Consumer Sciences Educators who serve as advisors.

Section III - RESPONSIBILITIES

- (a) Transact any business of the TAFCE, Central Region,
- (b) Carry out responsibilities within the By-Laws,
- (c) Give leadership to planning and implementing all activities of TAFCE, Central Region, i.e. Leadership Conference, Annual Central Region meeting, installation of officers at the Central Region breakfast or luncheon at the TAFCE Annual Conference
- (d) Business may be conducted by mail, phone, fax, e-mail, or conference call.

Section IV - MEETINGS

- (a) The Board of Directors shall meet at the time and place determined by the President.
- (b) Meetings may be called at any time by the President or a majority of the Board.

- (c) A simple majority of the members of the Board shall continue a quorum for the transaction of all business.

Section V - NOTICE OF MEETINGS

- (a) The President shall have the Secretary notify all members of the Board at least ten days before every meeting. The notices shall include the time, place and purpose(s) of the meeting.

Section VI - COMMITTEES

The Board may establish such standing and temporary committees as needed, at their discretion, which may be required to carry out the objectives of the Association, Chairperson of these committees shall:

- (1) Attend TAFCE, Central Region meetings at the request of the President, without a vote, and
- (2) Provide the President with a written report, and, if requested, an oral report.

ARTICLE VII - MEETINGS

Section I - REGION MEETINGS

- (a) The Region meetings shall be held at the time and place designated by the Board of Directors, with a minimum of one meeting per year.

Section II - MEETINGS

- (a) A meeting of the members may be called at any time by the President or by a majority of the voting membership. The President shall call a meeting within sixty (60) days after receipt of a written request by 10% of the TAFCE members in good standing.

Section III - VOTING DELEGATES

- (a) The voting delegates shall be the TAFCE, Central Region Board of Directors and the President of each Central Region County Council. In the absence of the County Council President, an alternate may be appointed by the county. All voting delegate must be paid TAFCE members in good standing.

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

Section IV - NOTICE OF MEETINGS

(a) The Secretary, at the request of the President, shall notify the Central Region Board of Directors and the President of each fce, Central Region County Council of any meetings, to include time and place, at least 30 (thirty) days prior to the meeting. As a courtesy, representatives of UT Extension will be informed also.

Section V - QUORUM

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

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the most recent revision of Robert’s Rules of Order (revised) shall govern this Association.

ARTICLE IX AMENDMENT

These By-Laws may be amended by a two-thirds vote of the delegates present at any region meeting of the Association. Notice of the proposed change shall be included in meeting notification mailed to the Board and Presidents of the County Councils. As long as the fce, Central Region, is affiliated with the TAFCE, it shall not be necessary to amend the By-Laws for the change of components of the Association. It is the express wish of this Association that all such changes be automatic, conforming to the Tennessee Association.

We, the undersigned, being the incorporators and members of the TAFCE, Central Region Board does hereby consent to the foregoing By-Laws and do adopt the same as the By-Laws of said Association. In witness thereof we have here unto subscribed our names this 27th day of September, 2005.

By-Laws Committee

Judith Violette, Chairperson

Sarah Edwards, VP for Public Policy

Bobbie Hensley, President