BY-LAWS
Wilson County fce

ARTICLE I—NAME

The name of this organization shall be the Wilson County Association for Family and Community Education. In all cases where the acronym fce is used, it means Family and Community Education and Council means the representative body of Wilson County fce.

ARTICLE II—OBJECTIVES

The objectives of the Wilson County fce shall be:

(a) To bind together the fce clubs of Wilson County 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

The membership of this organization shall be composed of members of Wilson County fce clubs irrespective of race, age, color, national origin, sex, disability, or creed. Members must subscribe to these bylaws and must pay annual membership dues.

ARTICLE IV—FINANCES
Section I—DUES

(a) A budget, based on the annual dues for each member, will be prepared by Wilson County Treasurer and approved by the Board of Directors. The Wilson County Treasurer must receive dues for the following year by July 31 of the present year.

Section II—REIMBURSEMENT

(a) Expenses incurred by officers 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 Wilson County Council 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.

Section III—OTHER FINANCIAL MATTERS

(a) In case of dissolution, the Wilson County fce Board shall assign all its assets to the Wilson County fce clubs, pro-rated according to membership of each club.

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

ARTICLE V OFFICERS

Section I—OFFICERS

The elected officers of this council shall be a President, Vice President for Programs, Vice President for Public Policy, Secretary, and Treasurer.

Section II—ELECTIONS

(a) The election of the President, Vice President for Programs, Vice President of Public Policy, Secretary and Treasurer shall be at the last scheduled Wilson County Council meeting in odd years. These officers will assume their duties on January 1 following their election.

(b) All officers shall serve one two (2) year term beginning January 1 following elections.

(c) Nominations shall be made by a nominating committee consisting of the Wilson County Vice President for Public Policy to serve as chairperson and a member from
three fce clubs in Wilson County who will be appointed by the nominating committee chairperson. All candidates for office must be a member of Wilson County fce in good standing and give consent in writing to serve, if elected, before being nominated.

(d) If no nominations are received for a specific office by the deadline, nominations for office may be made at the last meeting of the Wilson County Council by a voting delegate, if candidate’s consent has been secured. The nominating chairperson will announce all persons running for office and open the floor to other nominations.

(e) All nominees should be present for election.

(f) Qualifications must reach the nominating committee by the date established by the Board. The nominating committee will determine eligibility.

(g) Election shall be by written ballot at the last quarterly meeting of the Wilson County Council 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.

(h) 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.

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

(j) No person may hold more than one office or council committee chairperson, elected or appointed, at the county level.

(k) No more than two (2) members from the same club shall hold an elected office.

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

Section III—QUALIFICATIONS

Candidate for President, Vice President for Programs, Vice President for Public Policy,
Secretary and Treasurer shall have held a leadership position in his/her respective club or other community organization(s).

Section IV—DUTIES

(a) President: The President shall:

(1) Preside at all meetings of this Wilson County Council and its Board,

(2) Appoint Council Committee Chairmen needed to carry on the business of this Council subject to approval of the Board,

(3) Report to the membership quarterly,

(4) Perform all acts and duties usually performed by an executive, and presiding officer, and

(5) Serve with no vote, unless there is a tie.

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

(1) Serve one two (2) year term to learn the office of President in preparation for moving to that position next term,

(2) Assist the President and perform all assigned duties during the two year term of office,

(3) Make a full report of all matters and business pertaining to this office at each meeting of the Board of Directors and Wilson County Council,

(4) Perform the duties of the President in the event of resignation, disability or death until the next meeting of the Board of Directors, and

(5) Serve with a vote on the Wilson County Board of Directors.

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

(1) Coordinate the 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 Nominating Committee and the Certified Volunteer Units (CVU) Program,

(4) Make a full report of all matters and business pertaining to this office at the each meeting of the Board of Directors and Wilson County Council,

(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 next meeting of the Wilson County Board,

(6) Coordinate public relations for Wilson County fce, and

(7) Serve with a vote on the Wilson County Board of Directors.

(d) Secretary - The Secretary shall:

(1) Keep a complete record of all meetings of the Wilson County Council and the Board of Directors,

(2) Coordinate correspondence regarding all meetings of Wilson County fce Council and the Board of Directors,

(3) May sign papers pertaining to the Council as authorized or directed by the Board,

(4) Distribute minutes at all meetings of the Wilson County fce Council and the Board of Directors,

(5) 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 business pertaining to the office as requested by the Board, and

(6) Serve with a vote on the Wilson County Board of Directors.

(e) Treasurer - The Treasurer shall:

(1) Receive and keep records of all funds and pay all authorized expenses. Deposits of all moneys and checks must be made within 3 business days of receipt,

(2) Make a full report of all matters and business pertaining to this office at the each meeting of the Board of Directors and Wilson County Council,
(3) 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)), and

(5) Serve with a vote on the Wilson County Board of Directors.

(f) Council Committee - The Council Committee work areas are: awards/recognition, community service, creative writing, cultural arts, fall luncheon, historical/archives, newsletter, special interest workshops, spring luncheon, yearbook, and other areas as deemed necessary. The Council Committee shall:

(1) Be appointed by the Wilson County President,

(2) Establish communications and keep all clubs informed on the planned programs,

(3) Serve (with one collective vote) on the Wilson County Board of Directors,

(4) Make a full report of all matters and business pertaining to this office at each meeting of the Board of Directors and Wilson County Council when necessary,

(5) Complete and submit reports on time, and

(6) Submit to their successor ALL material pertinent to procedures, duties and responsibilities of that office, and

ARTICLE VI—BOARD OF DIRECTORS

Section I - RESPONSIBILITIES

(a) The business, property and affairs of this Wilson County Council shall be managed by a Board of Directors

Section II—COMPOSITION

(a) The Board of Directors shall consist of the President, Vice President for Programs, Vice President for Public Policy, Secretary, Treasurer and the Council Committee. The University of Tennessee Wilson County Extension Family and Consumer Sciences Extension Agent will serve as advisor to the Board of Directors.
Section III—RESPONSIBILITIES

(a) Transact any business of Wilson County fce,

(b) Carry out responsibilities within these By-Laws, and

(c) Give leadership to planning and implementing all activities of Wilson County fce.

(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 and the Wilson County FCS Extension Agent.

(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 constitute 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 seven 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 Council, Chairpersons of these committees shall:

(1) Attend Wilson County Council and Board meetings and collectively have one vote, and

(2) Provide a report to the council and Board of Directors when necessary.

ARTICLE VII—MEETINGS

Section I—COUNTY MEETINGS
(a) The County meetings shall be held at the time and place designated by the Board of Directors, with a minimum of four meetings 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 thirty (30) days after receipt of a written request by 10% of the Wilson County members in good standing.

(b) Additions to the agendas must be submitted to the presiding officer of meeting no later than 10 days prior to the meeting.

Section III—VOTING DELEGATES

(a) The voting delegates shall be the Wilson County Board of Directors, and the President and Secretary of each club in Wilson County. In the absence of the club President and/or Secretary, an alternate may be appointed by the club. All voting delegates must be paid Wilson County fce members in good standing.

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

Section IV—NOTICE OF MEETINGS

(a) The Secretary, at the request of the President, shall notify the Wilson County Board of Directors and the President and Secretary of each fce club, of any meetings, to include time and place, at least 7 (seven) days prior to the meeting. As a courtesy, Wilson County FCS Extension Agent and/or staff will be informed as well.

Section V - QUORUM

(a) Two-thirds of the voting delegates present 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 county meeting of the Council. Notice of the proposed change shall be included in meeting notification mailed to the Board, Presidents and Secretaries of the Clubs. As long as the fce, Wilson County, 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, Wilson County Board does hereby consent to the foregoing By-Laws and do adopt the same as the By-Laws of said Council. In witness thereof we have here unto subscribed our names this 30th day of October, 2007.

**By-Laws Committee**

Wanda Briddelle, Wilson County fce Chairperson, 2007  
Sara Patton, Wilson County fce Secretary, 2007/President, 2008  
Phyllis Ray, Wilson County fce VP for Public Policy, 2008

**Wilson County fce Board of Directors**

2013

Wanda Briddelle, President  
Bernie Kane, Vice President for Programs  
Michelle Chambers, Vice President for Public Policy  
Genna Kilga, Secretary  
John Swendiman, Treasurer  
Janet Chisam, Newsletter Chairperson  
Gloria Learmont, Best of the Best Chairperson