

TENNESSEE ASSOCIATION FOR FAMILY & COMMUNITY EDUCATION
EASTERN REGION

BYLAWS

(Accepted November 8, 2004)

(Amended May 2011)

(Amended September 2013)

(Amended November 2015)

ARTICLE I. NAME

The name of this Association shall be the Tennessee Association for Family and Community Education-Eastern Region, hereinafter referred to as the "Eastern Region."

ARTICLE II. OBJECTIVES

The objectives of the Eastern Region shall be to:

- A. Bind together the county FCE clubs of the Eastern Region in educational programs and activities that promote higher standards of family living, homemaking and citizenship responsibility.
- B. 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, U.S.D.A. and the local county government.
- C. Provide opportunity for FCE members, cooperating in Extension Family and Consumer Sciences education programs, to pool their judgment and experience for the progressive improvement of home and community life.
- D. Offer a means by which FCE members, in cooperation with the University of Tennessee Extension, may interpret and promote educational and citizenship opportunities for better understanding throughout the world.
- E. Promote family strengths and leadership development.

ARTICLE III. MEMBERSHIP

- A. The membership of this Association shall be composed of members of the Eastern Region clubs regardless of 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 annual membership dues.
- C. Honorary membership may be granted to any person who has made an outstanding contribution to the Eastern Region program. Honorary members shall be recommended by a county FCE council or an Eastern Region Board member and be approved by the Eastern Region Board. No dues shall be required. Honorary members are not eligible to vote.

ARTICLE IV. OFFICERS

Section I. Officers

The officers of this Association shall be a President, President-Elect, Vice President of Programs, Vice President for Public Policy, Secretary and Treasurer. All officers will serve a two year term, with the exception of the President-Elect, who will serve one year prior to becoming President.

Section II. Elections

- 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 1 following their election and installation.
- B. The election and installation of the President-Elect, Vice President of Programs and Secretary shall be at the annual meeting in the odd years. These officers will assume their duties on January 1 following their election and installation.
- C. Officers may be elected or appointed to the same office no more than two (2) consecutive terms.
- D. Nominations shall be made by a nominating committee consisting of the Eastern Region Vice President of Programs to serve as chairman and representatives from seven (7) counties in the Eastern Region who will be appointed by the President of the Region. 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. Qualifications for all persons being nominated for office must be in the hands of the Vice President of Programs for referral.
- E. No more than two (2) persons from the same county may serve as Eastern Region officers.
- F. Additional nominations may be made at the annual meeting by a voting delegate, if the candidate's consent has been secured and they have written approval from their county council. If no nominations are received, nominations can be made from the floor. The candidate's qualifications and consent to serve in writing 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 the election occurs.
- G. All nominees must be present for the election except in the case of an extreme emergency.
- H. Elections shall be by written ballot when more than one nominee exists for an office. Elections will be held at a designated Eastern Region meeting. A majority vote of those members eligible to vote (see Article VII, Section 3) is required for election to an office. Installation will be conducted at the annual Eastern Region meeting.
- I. Other officers and committee chairmen necessary for this Association shall be appointed by the President and approved by the Board. If an officer resigns, fails to carry out the duties of that office, or cannot serve out the term of office, the Eastern Region Board will appoint a successor.

- J. No person may hold more than one office, simultaneously, elected or appointed, at the Eastern Region level.
- K. All officers must submit to their successors all material pertinent to procedures, duties and responsibilities of that office.

Section III. Qualifications

A candidate for President and President-Elect must have served as a County Council President or as an Eastern Region officer. A candidate for Vice President of Programs, Vice President for Public Policy, Secretary or Treasurer must have served as a County Council officer or as an Eastern Region officer and be a member of TAFCE in good standing. A candidate for Vice President of Public Policy must be a Family and Community Leadership (FCL) National Certified Leader.

Section IV. Duties

- A. The duties of the President shall be to:
 - 1) Preside at all meetings of the Eastern Region Board;
 - 2) Appoint, subject to approval of the Board, committees and committee chairs needed to carry on the business of the Eastern Region;
 - 3) Report to the membership at the annual meeting;
 - 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;
 - 6) Serve as the Eastern Region official representative on the TAFCE State Board;
 - 7) Serve as an ex-officio member of the Board for one year after leaving office.
- B. The duties of the President-Elect shall be to:
 - 1) Assist the President and perform all assigned duties during the one-year term;
 - 2) Serve with a vote on the Eastern Region Board;
 - 3) Prepare for the office of the President by attending all Board meetings to learn the procedures.
- C. The duties of the Vice President of Programs shall be to:
 - 1) Plan and direct the Spring and Fall Conference
 - 2) Serve as chair 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 Eastern Region 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 Chair of the CVU program;
 - 3) Work in cooperation with the Treasurer to see that the books are audited each year;

- 4) Perform the duties of the President in the event of the resignation, disability or death of the President and the Vice President of Programs until the next meeting of the Eastern Region Board;
- 5) Coordinate public relations activities for the Eastern Region.

E. The duties of the Secretary shall be to:

- 1) Keep a complete record of all meetings of the Eastern Region and shall distribute minutes within 30 days of the close of the meeting to all county council presidents, Eastern Region board members, county Family and Consumer Science agents, and the Eastern Region District Office;
- 2) Have general charge and supervision of the books and records of the Association;
- 3) Sign papers pertaining to the Association as authorized or directed to sign by the Board;
- 4) Send all notices required by these Bylaws;
- 5) Make a full report of all matters and business pertaining to the office as requested by the Board.

F. The duties of the Treasurer shall be to:

- 1) Receive and keep records of all funds and pay all authorized expenses;
- 2) Make a full printed report (distributed to all present at the meeting) of all transactions and business pertaining to this office at every Eastern Region meeting;
- 3) Perform such other duties as may be prescribed by the board and work in cooperation with the Vice President for Public Policy to arrange for an audit of the books annually;
- 4) Serve as Chair of the Finance Committee, prepare a budget based on dues, submit the budget to the Board for approval and to be voted on by the voting delegates.

Section V. Bonds

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

ARTICLE V. EASTERN REGION BOARD

Section I. Responsibilities

The business, property and responsibilities of the Eastern Region shall be managed by the Eastern Region Board.

Section II. Composition

The Eastern Region Board shall consist of the President, President-Elect, Vice President of Programs, Vice President for Public Policy, Secretary, Treasurer, Education Committee, Conference Coordinator, and the presidents of the county councils.

Ex-officio members shall be the following: the immediate past President for one year; any Eastern Region member who is currently serving on the TAFCE Board; the Eastern Region Program Leader of the Extension Family and Consumer Sciences; the Extension Family and Consumer Sciences Agent of the county from which the President is elected; and the Extension

Family and Consumer Sciences Agent appointed by the Eastern Region Program Leader. Ex-officio members are advisors and have no vote.

Section III. Duties

The duties of the Eastern Region Board shall be to:

- A. Transact any business of the Eastern Region;
- B. Carry out the duties within the Bylaws;
- C. Give leadership to planning and implementing all activities of the Eastern Region;
- D. Approve chairmen of committees appointed by the President;
- E. Appoint successors to fill out the unexpired terms of any officer whose successor is not specified in the Bylaws;
- F. Submit to successor all matters pertinent to procedures, duties and responsibilities.

Emergency business may be conducted by phone, mail, FAX, email or conference call.

Section IV. Meetings

- A. The Eastern Region Board shall meet after the TAFCE annual meeting, the time and place to be determined by the Board.
- B. Special meetings may be called by the President or a majority of the Board.
- C. A simple majority of the members of the Board present shall constitute a quorum for the transaction of all business.

Section V. Notice of Meetings

The President/Secretary shall notify all members of the Eastern Region Board at least 10 days before every meeting. The notice shall include the time, place and purpose(s) of the meeting.

ARTICLE VI. EDUCATION COMMITTEE and COUNCIL PRESIDENTS

Section I. Committee Members

The President shall appoint four (4) members to serve as committee chairs for one (1) two-year term beginning January 1 following appointment. Cultural Arts and Action committee chairs will be appointed in odd years. Fashion Revue and Education committee chairs will be appointed in even years. Conference Coordinator will be appointed two years before the Eastern Region hosts the state conference.

Section II. Work Areas

The Eastern Region Education Committee work areas are: Cultural Arts, Action, Fashion Revue, and Education.

Section III. Duties

The duties of each member of the Education Committee are to:

- A. Establish communications and keep the Eastern Region counties informed of the programs planned for the Eastern Region;
- B. Serve on the Eastern Region Board;
- C. Complete and submit reports on time;
- D. Give a copy of all reports to the Eastern Region Board;
- E. Submit to their successor all materials pertinent to procedures, duties and responsibilities of that office.

Section IV. Council Presidents

The duties of the Council Presidents on the Eastern Region Board shall be to:

- A. Represent the county from which elected at all Eastern Region meetings;
- B. Keep the county membership informed of all business, programs, projects, and activities of the Eastern Region;
- C. Be prepared to give an oral report if requested by the Eastern Region President.

ARTICLE VII. EASTERN REGION MEETINGS

Section I. Meetings

The Eastern Region meetings shall be held at the time and place designated by the President with a minimum of two meetings per year.

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 voting membership. The President shall call a meeting within 60 days after receipt of a written request signed by 10% of the TAFCE members in good standing.

Section III. Voting Delegates

The voting delegates shall be the Eastern Region Board and the president of each county council in the Eastern Region. In the absence of the county council president, the county will appoint an official voting delegate. Each voting delegate must be a paid TAFCE member in good standing.

Section IV. Notice of Meetings

The President/Secretary shall notify the Eastern Region Board and the president of each county council in the Eastern Region of any meeting, to include the purpose, time and place, at least 30 days prior to the meeting. As a courtesy, the Family and Consumer Sciences agents of each county will also be informed.

Section V. Quorum

A simple majority of the voting delegates present shall constitute a quorum at any meeting.

ARTICLE VIII. DUES & FINANCES

Section I. Dues

- A. A budget will be prepared by the Finance Committee based on the annual dues for each member as set by the State Board. Dues for the upcoming year are due on October 1.
- B. New member dues for the current year should be forwarded to the Eastern Region Treasurer upon receipt.
- C. Dues are subject to change by a two-thirds vote of the delegates at any annual or special meeting.

Section II. Reimbursement

- A. Expenses incurred by officers and committee members in the pursuance of the office shall be paid by the Eastern Region Treasurer, within the limits of the budget, upon receipt of an itemized bill.
- B. State Conference:
 - 1) The Eastern Region President will be reimbursed an amount set by the budget committee for expenses, provided none of these expenses are paid by TAFCE.
 - 2) All other Eastern Region officers will be reimbursed at an amount set by the budget committee for expenses associated with the State conference.
 - 3) The President and officers should submit an itemized statement to the Eastern Region Treasurer immediately following the State meeting, preferably at the meeting, if feasible (include total cost, name, meeting and date).
 - 4) Travel shall be pooled, if possible. Only the driver will receive payment.
 - 5) In the event the State President is from the Eastern Region, the Eastern Region will make a financial contribution toward her expenses incurred to the National meetings depending on the current budget.
 - 6) Conference coordinator expenses will be reimbursed for travel in the planning of the conference and for her room at the conference if not covered by the hotel.
- C. Postage, Phone Calls, Miscellaneous Expenses:
 - 1) All Eastern Region officers will be reimbursed for postage expense when the items mailed are directly related to FCE business.
 - 2) All Eastern Region officers will be reimbursed for phone calls if the conversation is directly related to FCE business, and if the matter is urgent or so complicated that other communication is not feasible to handle the business.
 - 3) Officer gifts, as appreciation for service, will be awarded at the end of the term of service as set in the budget.
 - 4) Officers should submit an itemized list of the above to the Eastern Region Treasurer.

Section III. Other Financial Matters

In case of dissolution, the Eastern Region Board shall assign all assets of the Eastern Region FCE to the counties prorated according to the membership of each county.

ARTICLE IX. PARLIAMENTARY AUTHORITY

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

ARTICLE X. AMENDMENT OF BYLAWS

These ByLaws may be amended by a two-thirds vote of the delegates present at any Eastern Region or Special meeting of the Eastern Region Board. Notice of the proposed change shall be included in the meeting notification to the Board and presidents of the county councils.

These Bylaws were presented, voted on and accepted at the first Eastern Region Board meeting held November 8, 2004, at the TAFCE Annual Conference in Nashville, Tennessee.

*By-laws amended May 2011
By-laws amended September 2013
By-laws amended November 2015*