



ARTICLE IV. Dues and Finances

Section 1:

Annual dues of all affiliate members shall be payable in advance and POSTMARKED no later than December 1 of each year. A complete list of members and addresses shall be sent to headquarters. Original membership forms and dues payment shall be sent to the Treasurer.

Section 2:

In order for states to be affiliated with FCE, National FCE membership dues shall have been paid on all persons having membership in any FCE club, county, or state.

Section 3:

A. Dues for members paying through state/multi-state/territory associations:

1. Regular membership dues-\$19.00
2. Senior membership dues-\$15.80
3. Family membership dues-\$26.50

B. Dues for members paying directly to national:

1. Supporting membership dues-\$50.00
2. Business/agency-\$100

C. On an annual basis, the voting body shall consider whether to raise annual National dues by an amount of not less than fifty cents per member. In the event that the voting body votes to increase dues, any such increase shall become effective one year from the date of the vote to increase the dues amount.

Section 4:

The FCE Treasurer shall send a notice to the State President and the State Treasurer of all the affiliates whose dues are not received POSTMARKED by December 1, state that affiliate membership shall be delinquent on January 1. A state/multi-state/territorial association whose annual dues are delinquent shall forfeit its status as an affiliate and all the benefits and privileges of affiliation. To be reinstated, a \$50.00 fee will be assessed.

Section 5:

A former affiliate may make application for reinstatement to the FCE Executive Committee. In order for a former affiliate to be eligible for reinstatement all delinquent dues must be paid in full. The FCE Executive Committee shall approve or disapprove each application for reinstatement under such terms as are determined by the FCE Executive Committee.

Section 6: No dividends or other distribution shall be declared or paid to any member of FCE.

ARTICLE V. Officers, Elections and Duties

Section 1:

The officers of FCE shall be a President, a President Elect (when applicable), a Vice President for Program, a Vice President for Public Policy, a Secretary, a Treasurer, one Program Coordinator and one Public Policy Coordinator from each of the three regions: Atlantic, Central and Pacific and one Young Families Coordinator.

Section 2: Qualifications

A. Each candidate for office shall be a member in good standing and shall have agreed in writing to the nomination.

B. Nominations for FCE elected positions shall be mailed to each member of the FCE Nominating Committee and the Secretary with a postmark 60 days before the first day of conference.

C. A candidate, with the exception of the Young Families Coordinator, shall be serving or have previously served as an appointed or elected officer of her/his state affiliate or have served on the FCE Board within the preceding eight years.

D. A candidate shall have completed any term of office in the state affiliate or FCE by January 1 of the year following election at National FCE Conference.

E. An officer of FCE may not resign from a presently held position order to run for another FCE position. An individual appointed to fill a vacancy shall be eligible to run for an elected position.

F. A candidate for President-Elect shall have served on the FCE Board within the preceding eight years.

G. A candidate for Vice President for Program shall have served on the FCE Board within the preceding eight years and have experience in educational program planning.

H. A candidate for Vice President for Public Policy shall have served on the FCE Board within the preceding eight years and be experienced in this organization's public policy program.

I. A candidate for Secretary shall understand the importance of preserving the official records of FCE, have the ability to write accurate minutes, and provide a safe repository for official records.

J. A candidate for the office of Treasurer shall be knowledgeable in accounting practices and familiar with long- and short-term investment.

K. A candidate for Program Coordinator shall have experience in educational program planning.

L. A candidate for Public Policy Coordinator shall have experience in this organizations' public policy program.

M. A candidate for Young Families Coordinator shall be 40 years of age or under and exhibit qualities of leadership.

Section 3: Procedure for Nomination and Election

A. The officers shall be divided into groups I, II and III. One group shall be elected each year for a term of three years with the exception of the President Elect. The President Elect shall be elected to serve a one year term followed by a three-year term as President.

Group I

President Elect becomes President
Program Coordinator, Central Region
Young Families Coordinator

Group II

Vice President for Program
Treasurer
Program Coordinator, Pacific Region
Public Policy Coordinator, Atlantic Region

Group III

President Elect
Vice President for Public Policy
Secretary
Program Coordinator, Atlantic Region
Public Policy Coordinator, Central Region
Public Policy Coordinator, Pacific Region

B. The nominating committee shall:

1. Present two names for each office to be filled except when there is only one candidate.
2. Nominate only those candidates who have met the qualifications specified in Article 5, Section 2.

C. Following the report of the nominating committee at the Business Meeting, additional nominations may be made from the floor by any voting delegate, provided the candidate meets the qualifications for eligibility in Article V, Section 2, with the exception of (B). Qualifications must be received by the nominating committee on or before the first day of the annual conference. Eligibility will be determined by the nominating committee. The procedure outlined for the nominating committee in (B) and (C) of this section will not be applicable.

Section 4: Elections

A. Election shall be by ballot at the annual business meeting. A majority vote of the ballots cast shall constitute an election (See Article X, Section 2).

1. Exception shall be when there is only one candidate; the chair may take a voice vote, or declare the nominee is elected by acclamation.

B. 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.

C. The President shall instruct the Election Committee Chairman 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 FCE, and to the general assembly upon request.

D. Program Coordinators and Public Policy Coordinators shall be elected by the vote of the delegates from their respective regions.

Section 5: The term of office shall be as follows:

A. Officers, with the exception of the President Elect shall serve for a term of three years or until their successors are elected or appointed. The President Elect will serve for one year followed by a three-year term as President. Newly elected officers shall take office two weeks prior to the Fall Board with the exception of Treasurer, who will take office on January 1 following the conference at which she was elected.

B. Vacancies, with the exception of the office of President Elect, may be filled through appointment and majority approval of the Executive Committee until an election can be held at the next annual business meeting, as specified in Article V, Section 4. Officers elected in this manner will assume office immediately following election, candidates for unexpired terms must have the necessary qualifications as specified in Article V, Section 2, with the exception of (b).

C. Should a vacancy occur in the office of President Elect, a President Elect/President will be elected at the next business meeting according to Article V of these bylaws to fill the unexpired term and will assume office of President on January 1.

D. No officer shall be eligible to serve more than one term in the same office, with the exception of the Treasurer who may serve two consecutive terms.

Section 6: The duties of the President shall be to:

A. Preside at all National FCE meetings, including the annual meeting, board meetings and executive committees meetings and any other called meetings of the association;

B. Be FCE's official representative;

C. Make, with the approval of the Executive Committee, appointments as necessary to carry out the business of FCE;

D. Assign duties to members of the FCE Board;

E. Give notice of the meetings of the FCE Board when necessary;

F. Be an ex-officio member of all committees with the exception of the Nominating Committee;

G. Submit reports to the FCE Board

- H. Report to the delegates at the annual conference;
- I. Include the President Elect in decisions related to the office of the President;
- J. Perform other duties as are prescribe in these bylaws and by the parliamentary authority adopted by FCE;
- K. Be available for consultation upon completion of term

Section 7: The duties of the President Elect shall be to:

- A. Prepare for the office of President;
- B. Assist the President and perform all assigned duties during the one year term of office;
- C. Serve with vote on the Executive Committee and Board;
- D. Represent FCE at meetings as the President deems necessary

Section 8: The duties of the Vice President for Program shall be to:

- A. Serve as aide to the President in all assigned duties;
- B. Direct the activities of the Program Coordinators;
- C. Perform the duties of the President in the event of her/his resignation, disability or death until the next meeting of the Executive Committee;
- D. Serve as co-chair and coordinate the efforts of the Education Committee

Section 9: The duties of the Vice President for Public Policy shall be to:

- A. Serve as an aide to the President in all assigned duties;
- B. Direct the activities of the Public Policy Coordinators;
- C. Coordinate the Family Community Leadership program
- D. Assist states in promoting and strengthening the Family Community Leadership program;
- E. Perform the duties of the President in the event of the resignation, disability or death of the President and Vice President for Program until the next meeting of the Executive Committee;
- F. Serve as co-chair and coordinate the efforts of the Education Committee

Section 10: The duties of the Secretary shall be to:

- A. Keep records of all meetings of FCE, the FCE Board and the Executive Committee and to distribute minutes within 60 days of the close of the meeting;
- B. Serve as chairman of the Credentials Committee and ascertain the number of voting delegates present by calling the roll of affiliated state organizations at the business meetings of the annual conference;
- C. Perform any other secretarial duties as assigned by the President and/or the Executive Committee;
- D. The official minutes of all national meetings and other pertinent written material shall be deposited in archives at FCE National Headquarters following the administration of each National FCE President.

Section 11: The duties of the Treasurer shall be to:

- A. Receive and keep records of all funds of FCE and deposit them in a depository approved by the Executive Committee;
- B. Pay authorized expenses of FCE upon written order from the President;
- C. Present a state of accounts to all meetings of the Executive Committee;
- D. Make a full report at the business meeting of the annual conference;
- E. Serve as chairman of the Budget Committee and perform all other duties as assigned; Provide notifications of annual dues to State Presidents at Annual Conference so that all states can have dues in by December 1;
- F. The Treasurer will send a notice to the State President and the State Treasurer on official National FCE stationary within 10 days of the December 1 due date if the affiliate dues have not been paid;
- G. Have the books audited by a Certified Public Accountant once during the treasurer's term. A review will be conducted at the end of each year that the books are not audited.

Section 12: The duties of the Program Coordinator shall be to:

- A. Serve as a member of the Education Committee;
- B. Plan and coordinate programs at the annual conference as assigned;
- C. Attend meetings of the FCE Board;
- D. Attend and report on other meetings as a representative of National FCE as requested by the President;
- E. Encourage, receive and consider recommendations from state affiliated organizations;
- F. Provide information, resources and/or direction to states based on goals and objectives of the Education Committee

Section 13: The duties of the Public Policy Coordinator shall be to:

- A. Serve as a member of the Education Committee;
- B. Plan and coordinate public policy education at the annual conference as assigned by the President;
- C. Attend meetings of the FCE Board;
- D. Attend and report on other meetings as a representative of National FCE as requested by the President;
- E. Encourage, receive and consider recommendations from state affiliated organizations
- F. Provide information, resources and/or direction to states based on goals and objectives of the Education Committee

Section 14: The duties of the Young Families Coordinator shall be to:

- A. Serve as a member of the Education Committee;

- B. Represent the interests and concerns of Young Families;
- C. Plan and coordinate programs at the Annual Conference as assigned by the President;
- D. Attend meetings of the FCE Board
- E. Attend and report on other meetings as a representative of National FCE as requested by the President;
- F. Encourage, receive and consider recommendations from state affiliated associations;
- G. Provide information, resources and/or direction to states based on the goals and objectives of the Education Committee

Section 15:

An FCE Board Member who is unable to or does not carry out the functions of the office shall be placed on probation in accordance with provisions adopted by the Board and listed in the National Board Manual.