



## **ARTICLE I. Name**

The name of the organization shall be the National Association for Family and Community Education. FCE, when used hereinafter, shall be defined to mean the National Association for Family and Community Education.

## **ARTICLE II. Object**

The object of the National Association for Family and Community Education shall be:

A. To strengthen, develop, coordinate and extend non-formal adult education to improve the quality of life for individuals and families.

B. To provide opportunities for individuals to develop leadership and public policy skills in order to be a positive and effective voice for the family

C. To provide opportunities for members to be involved in a nationwide network and to take action on public policy issues that affect the health and well being of individuals, children, and families.

D. To promote programs of national and international importance that affect the family and to provide opportunities for better international understanding.

E. To function as a non-profit corporation as defined under Section 501 (C) 3 of the Internal Revenue Code.

F. To provide a means for receiving gifts, devises or bequests of funds, chattels, money or the income therefrom.

## **ARTICLE III. Membership**

### **Section 1: Eligibility**

Individual membership shall be open to any person, business, or agency that supports and advances the objectives and bylaws of FCE. A state/multi-state/territorial association may become an affiliate of FCE pursuant to Article III, Section 3.

### **Section 2: Classification**

National FCE shall have the following membership classifications.

A. Regular. A regular member shall be an individual/family including the senior who shall pay national dues through an affiliated state/multistate/territorial association, and who is represented at the national level with a vote by a duly elected official voting delegate. A regular member shall be required to submit a membership form in accordance with directions from the National Treasurer.

1. Family shall be defined as one or two adults and any children under the age of 18 years who live in the same household.

2. Senior shall be defined as someone who is 80+ years old.

B. Supporting members. Supporting members shall be an individual/family who shall pay dues directly to FCE National Headquarters accompanied by a membership form. Membership shall carry with it all privileges of membership except the right to vote. If a supporting member resides in a state that is a state affiliate, national shall notify that state of their submission of membership to National FCE

C. Business/Agency. Business/Agency memberships shall be interested groups who pay

dues directly to FCE National Headquarters. Membership shall carry with it all privileges of membership except the right to vote.

**Section 3: Honorary Membership**

Honorary member shall be a non-member, selected by unanimous vote of the FCE Board for lifetime membership because of their dedicated efforts on behalf of FCE. The honorary membership shall carry with it all the privileges of membership except the right to vote. Dues shall be waived.

**Section 4: Application for New Affiliation**

Application to become an affiliate of FCE may be made when at least three (3) FCE members in a state/multi-state area, or territory agree to adopt and advance FCE's objectives and adopt a constitution/bylaws that do not conflict with those of FCE. Only one affiliate is permitted in each state, multi-state or territory. A qualified applicant shall submit an application for affiliation in writing along with the appropriate dues pursuant to Article IV, Section 3 (A) and a corresponding membership list. Upon approval of the constitution/bylaws by the FCE Bylaws Committee and approval of the application and the constitution/bylaws by the FCE Executive Committee, and the applicant's agreement to the terms and conditions of being an FCE affiliate as determined by the FCE Board, then the applicant shall become an FCE affiliate and receive all the benefits of affiliation.

**Section 5: Good Standing**

A member in good standing shall be one whose current FCE dues have been paid in accordance with these bylaws and who is not under disciplinary action.

**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 stationery 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.

**ARTICLE VI. FCE Board**

**Section 1:**

The Board shall consist of the Executive Committee and the Education Committee.

**Section 2: The duties of the FCE Board shall be to:**

- A. Develop plans for achieving the objectives of FCE;
- B. Make plans for the annual conference and educational seminars;
- C. Apply for and accept grants and solicit contributions for the furtherance of the objects of FCE;
- D. Accept and receive gifts, devises or bequests of funds, chattel, money or the income there from through the empowerment of FCE's non-profit status;
- E. Meet prior to the annual conference. Other meetings of the FCE Board may be called at the discretion of the President or by a written request of a majority of the Board or the Executive Committee. A majority of the members of the FCE Board shall constitute a quorum.

**ARTICLE VII. Executive Committee**

**Section 1:**

The Executive Committee shall consist of the President, President Elect (When applicable), the Vice President for Program, Vice President for Public Policy, Secretary, and Treasurer. The Executive Committee shall constitute the Directors of Corporation.

**Section 2: The duties of the Executive Committee shall be to:**

- A. Transact any business of FCE arising between annual conferences and act in all emergencies;
- B. Develop the policies of FCE subject to the approval of the voting delegates;
- C. Fill FCE board vacancies as specified in Article V, Section 2 (f) and Section 5 (b);
- D. Approve appointed members of the FCE Board as recommended by the President;
- E. Approve the appointment of the Bylaws Committee (see Article IX, Section 2), the Credentials Committee (see Article IX, Section 3), the Elections Committee (see Article IX, Section 4), and the Nominating Committee (see Article IX, Section 5)

**Section 3:**

The Executive Committee shall meet at the time of each board meeting. Special meetings of the Executive Committee may be called by the President or by a written request of a majority of the officers. A majority of the members of the Executive Committee shall constitute a quorum.

**ARTICLE VIII. Education Committee**

**Section 1:**

The Education Committee shall consist of the Vice President for Program, the Vice President for Public Policy, Program Coordinators, Public Policy Coordinators, and the Young Families Coordinator.

**Section 2:**

The Vice President for Program and the Vice President for Public Policy shall serve as co-chairmen of the Committee.

**Section 3: The duties of the Education Committee shall be to:**

- A. Identify issues for program emphasis;
- B. Determine and submit to the FCE board for approval comprehensive educational goals and objectives;
- C. Implement program action, provide information, resources, and direction to states as appropriate;
- D. Receive state reports and provide for recognition;
- E. Review and evaluate the effectiveness of programs

**ARTICLE IX: Standing Committees**

**Section 1: Budget/Finance Committee**

- A. The Budget/Finance Committee shall consist of the Executive Committee of the FCE Board;
- B. The Treasurer shall submit a proposed budget of anticipated revenues and expenditures to the Finance Committee at the planning meeting held between annual conferences;
- C. The Committee shall act on this budget and submit the proposed budget to the FCE Board for approval;
- D. The budget shall be submitted to the voting delegates in writing at least 30 days prior to annual conference and shall be presented for action at the business meeting of annual conference;
- E. The Finance Committee can submit line item transfers to the proposed budget

**Section 2: Bylaws Committee**

The Bylaws Committee will be appointed annually by the President with the approval of the Executive Committee for the purpose of review and proposal of amendments.

**Section 3: Credentials Committee**

The Credentials Committee shall be appointed by the President with the approval of the Executive Committee. The Committee shall consist of the secretary, who shall serve as Chairman, and presidents of state affiliates to represent each region for the purpose of verifying the voting credentials. (see Article V, Section 10) One additional member shall be appointed by the President from one of the three regions; not repeating the same region during the President's three-year term.

**Section 4: Elections Committee**

The Elections Committee shall be appointed by the President with the approval of the Executive Committee. The committee shall be composed of a chairman who is a member of the FCE Board and one FCE member from each of the three regions. The committee shall be responsible for distributing, collecting and counting ballots when the voting is done by ballot. One additional

member shall be appointed by the President from one of the three regions; not repeating the same region during the President's three-year term.

**Section 5: Nominating Committee**

A five-member Nominating Committee shall be appointed by the President with the approval of the Executive Committee and shall consist of one member of the FCE Board and a president of a state affiliate in each of the three regions (see Article V, Section 3) One additional member shall be appointed by the President from one of the three regions; not repeating the same region during the President's three-year term.

**Section 6: Honor Fund**

A three (3) member Honor Fund Committee will be appointed by the President with approval of the Executive Committee and in consultation with the Alumni Chair. One (1) member will be a current FCE Board member and the other two (2) members will be dues paying National FCE Board Alumni. Term of office will be for three (3) years. Money in the fund may be awarded for an Honor Fund Scholarship to attend FCE leadership events or to cover expenses for a speaker on a leadership subject for an FCE leadership event. The committee will determine guidelines for using funds donated to the Honor Fund. Proviso: Members will initially be appointed for a 1 year term, a 2 year term and a 3 year term. Thereafter members will be appointed for a 3 year term.

**Section 7: Special Committees**

Special committees may be appointed by the President as needed with the approval of the Executive Committee. Chairmen of these committees shall:

- A. Attend FCE Board meetings at the request of the President without vote;
- B. Provide the President with a written report and, if requested, an oral report

**ARTICLE X. Meetings**

**Section 1:**

FCE shall meet annually for the purpose of electing officers, determining annual objectives and actions, adopting a budget, conducting business and presenting educational programs.

**Section 2:**

The voting delegates at the annual conference shall be the presidents of state affiliates in good standing or their certified alternates. A certified alternate shall be a member of a state. The FCE elected Board members shall also be voting delegates on all business matters except elections.

**Section 3:**

Non-voting members and visitors, upon payment of the registration fee, may attend the meetings of annual conference.

**Section 4:**

A special meeting of FCE may be called by the President, a majority of the members of the Executive Committee or at the written request of a majority of the state affiliates in good standing upon a thirty-day notice stating the purpose of the meeting.

**Section 5:**

A majority of the certified voting delegates registered shall constitute a quorum.

**Section 6:**

A vote of the FCE Board and Executive Committee may be taken by mail, telephone, fax or e-mail or any combination of these and such vote shall have the force and effect of a vote taken at a meeting. The results of the vote shall be reported as soon as possible by the same method by which the vote was taken. Action taken by electronic communications shall be verified and recorded in the minutes at the next session of the Board or Executive Committee meeting.

**ARTICLE XI. Regions**

There shall be three regions composed of members within states/multi-states/territories of the USA. They shall be called the Atlantic Region, Central Region, and Pacific Region.

The Atlantic Region shall include:

Alabama, Connecticut, Delaware, District of Columbia, Florida, Georgia, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia and the Virgin Islands.

The Central Region shall include:

Arkansas, Illinois, Iowa, Kansas, Louisiana, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, and Wisconsin.

The Pacific Region shall include:

Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming.

**ARTICLE XII. Resolutions**

Resolutions may be presented during the annual meeting provided copies of the proposed resolutions have been sent to the FCE President, Secretary and all other voting delegates 60 days prior to the meeting. The sixty-day period may be waived by a two-thirds vote of the voting delegates.

**ARTICLE XIII. Parliamentary Authority**

The rules contained in the latest edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the FCE bylaws.

**ARTICLE XIV. Amendment of Bylaws**

**Section 1:**

These bylaws may be amended at Annual Business Meeting by an affirmative vote of two-thirds

of votes cast. The Bylaws Committee shall receive any proposed Amendments to the Bylaws submitted by State Affiliates no later than January 1st before the Annual Conference. The Bylaws with proposed amendments shall be sent to the FCE President, Secretary and all other voting delegates 90 days prior to the Annual Conference.

**Section 2:**

These bylaws may be amended without a ninety day notice by unanimous vote of the voting delegates present at the annual meeting, provided the proposed amendments have been presented at an earlier meeting during the conference.

**ARTICLE XV. Dissolution**

Dissolution of National FCE

The FCE Board shall, in case of dissolution, assign all assets of FCE to another 501 (c) 3 organization whose mission is the same of similar objects as FCE at the sole discretion of the FCE Board.

**ARTICLE XVI. Use of the Name**

**Section 1:**

Only a state/multi-state/territory association that is an affiliate of FCE shall use the words “Family and Community Education” or the acronym “FCE” as part of its name. Upon written request of FCE, the officers, directors and member of the state/multi-state/territory association who have disaffiliated shall take all necessary steps to change the association’s name to omit the words “Family and Community Education” and the acronym “FCE” or the words “Extension Homemakers” and the acronym “EH” referring to the former name of FCE.

**Section 2:**

An affiliate shall remove from its roll any person, business or agency not paying FCE dues. The affiliate is responsible for assuring that the title “FCE member” is used to designate only persons, businesses, or agencies that have paid FCE dues and that FCE emblems denoting membership are used only by FCE members.

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