



## **BYLAWS**

### **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**

The membership classifications below are applicable for members residing in an affiliated state or an unaffiliated state.

1. Individual shall be defined as an adult who is 18 and under 80 years.
2. Senior shall be defined as 80 or more years of age by January 1 of membership year.
3. Family shall be defined as one or two adults and any children under the age of 18 years who live in the same household.
4. Youth shall be defined as someone who is under 18 years old and not a part of a family classification.

All members will submit membership forms in accordance with directions from the National Treasurer through their affiliated state association. Membership forms from unaffiliated states shall be sent directly to National.

The member residing in an affiliated state will have representation at the national annual business meeting with a vote of a duly elected official voting delegate and shall pay national and state dues through a state association.

The member residing in an unaffiliated state will not have representation at the national annual business meeting and shall pay national dues directly to National FCE Headquarters. To become an affiliated state, a club of at least three members should be established.

A member may choose to pay dues through a state association even though they are not residing there.

**Section 3: Business/Agency.** Business/Agency memberships shall be interested groups who 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.

#### **Section 4: 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 5: 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 6: 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 and original membership forms shall be sent to headquarters. 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 associations or directly to National:
  - 1. Individual membership dues \$25 for 2020, \$30.00 for 2021 and \$35.00 for 2022.
  - 2. Senior dues - \$21.50 for 2020, \$26.50 for 2021, and \$31.50 for 2022
  - 3. Family membership dues - \$35.00 for 2020, \$40.00 for 2021 and \$45.00 for 2022
  - 4. Youth membership dues - \$5.00
- B. Dues for Business/agency - \$100.00
- C. Once during each president's term, the voting body shall consider whether to raise

annual National dues. 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, indicating 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, two Program Coordinators and two Public Policy Coordinators 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 National FCE Headquarters with a postmark sixty (60) days before the first day of conference. Headquarters staff will mail the forms to each member of the national FCE Nominating Committee and the Secretary.
- C. A candidate, with the exception of the Young Families Coordinator, shall be serving or have previously served as an appointed or elected office of her/his state affiliate or have served on the FCE Board within the preceding eight years. The additional qualifications for the candidates of President-elect, Vice President of Program and Vice President for Public Policy located in Section 2 (F), (G), and (H) also need to be followed when applying for these positions.
- D. A candidate (except state president) may hold a state office while serving on the National FCE Board. A state president must have completed their term of office in the state affiliate by January 1 of the year following election at the national FCE Annual Conference.
- E. An officer of FCE may not resign from a presently held position in 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-term and short-term investments.

- 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 knowledgeable about issues concerning young families 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 (2018, 2021, etc.)

President-elect becomes President  
Young Families Coordinator

Group II (2019, 2022, etc.)

Vice President for Program  
Treasurer  
Program Coordinator 1  
Public Policy Coordinator 1

Group III (2020, 2023 etc.)

President-elect  
Vice President for Public Policy  
Secretary  
Program Coordinator 2  
Public Policy Coordinator 2

- 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 V, 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). 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.

**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. An officer shall be eligible to serve in the same office for more than one (1) term, but not consecutively, 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 Business Meeting, Board Meeting and Executive Committee 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 prescribed 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 aid 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 sixty (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 associations 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 by mail, telephone, fax or email;
- 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 notification 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 reviewed by a Certified Person once during the Treasurer's term. An informal review be conducted at the end of each year that the books are not audited by a committee of three knowledgeable FCE members made up of the President and two members at large.

**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 associations;
- 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 associations;
- 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 therefrom 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 thirty (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 two presidents of state affiliates for the purpose of verifying the voting credentials. (see Article V, Section 10).

### **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 two FCE members. The committee shall be responsible for distributing, collecting and counting ballots when the voting is done by ballot.

### **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 four state presidents (see Article V, Section 3).

### **Section 6: Honor Fund**

A three (3) member Honor Fund Committee will be appointed by the NAFCE President with approval of the Executive Committee and in consultation with the Alumni Chair. Term of office will



be for three (3) years. Position #1 will be a current FCE Board member, Position #2 will be a dues paying National FCE Board Alumni, Position #3 will be a dues paying National FCE Board Alumni and will serve as chair of the committee for the three year term. The newly appointed member shall take office two weeks prior to the fall board meeting. Upon the resignation, disability or death of the committee chair, the remaining committee FCE Board Alumni member shall become chair and the FCE President will appoint another Board Alumni member to fill the vacancy for the remainder of the unexpired term. Money in the fund may be used for leadership development. The committee will determine guidelines for using funds donated to the Honor Fund.

### **Section 7: Legacy Fund**

- A. The purpose of the Legacy Fund Committee is to raise and maintain funds for National FCE.
- B. The purpose of the Legacy Fund is to stabilize National FCE fiscally so that the organization will be served in perpetuity.
- C. The Legacy Fund Committee will consist of the National FCE Treasurer, one National FCE Board member and three (3) FCE members who are knowledgeable about finances and investment funds. The three (3) FCE members will be appointed by the President with the approval of the delegates at the annual meeting. Committee members will be appointed to serve a three (3) year term. The first appointments in 2018 of three members will be 1 member for a 1 year term, 1 member for a 2 year term, and 1 member for a 3 year term. As the initial terms expire appointments will be for three years.
- D. Donations received for the Legacy fund will be invested in interest bearing accounts to be determined by the Legacy Committee with approval of the Executive Committee. Any property that is donated to the Legacy Fund will be evaluated for any environmental problem before acceptance and then sold at market value with the proceeds being invested in the Legacy Fund.
- E. Only the interest from the fund will be used for operating expenses of National FCE.
- F. In the case of dissolution of National FCE, all funds will be returned to the state association from which they were received.

### **Section 8: 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. 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 sixty (60) days prior to the meeting. The sixty-day period may be waived by a two-thirds vote of the voting delegates.

**ARTICLE XII. 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 XIII. 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 1<sup>st</sup> before the Annual Conference. The Bylaws with proposed amendments shall be sent to the FCE President, Secretary and all other voting delegates ninety (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 XIV. Proxy Voting**

No member or delegate shall be allowed to vote by proxy under any circumstances.

**ARTICLE XV. 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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