

**RUTHERFORD COUNTY FAMILY &  
COMMUNITY EDUCATION COUNCIL BY-LAWS**

**ARTICLE I**

**NAME**

The name of this organization shall be the Tennessee Association of Family and Community Education, Rutherford County Council.

**ARTICLE II**

**OBJECTIVES**

The objectives of the Rutherford County fce Council shall be:

- (a) To bind together the local clubs of Rutherford County into a county organization for the purpose of promoting higher standards of family living, homemaking and citizenship responsibility.
- (b) To further strengthen, develop, coordinate and extend adult education in Family and Consumer Sciences to improve the quality of living in cooperation with The University of Tennessee Extension Service, USDA and the local county government.
- (c) To provide opportunity for local members cooperating in extension family and consumer sciences educational programs to pool their judgments and experience for progressive improvement of home and community life.
- (d) To offer a means by which the local member in cooperation with The University of Tennessee Extension Service may interpret and promote educational and citizenship programs of county, state, national and international importance in the preservation of the American home and provide opportunities for better understanding throughout the world.
- (e) To promote family strengths and leadership development.

**ARTICLE III**

**MEMBERSHIP**

The membership of this organization shall be composed of all elected officers of each of the local clubs in Rutherford County, county education chairmen and any region or state officers from Rutherford County.

- (a) Membership in the local club shall be extended to any interested person irrespective of race, color, age, national origin, sex, disability or creed.
- (b) One may become a member of a local club by expressing a desire to do so and paying the annual dues. There shall be three types of members:
  - (1) Active – Participates actively in club activities and pays local, county, region, and state dues.
  - (2) Associate – Does not participate in regular club meetings, but will receive mailings. Pays county, region and state dues.

- (3) Honorary – May be granted to any person who has made an outstanding contribution to the local club or county council. No dues shall be required. Honorary members are not eligible to vote.
- (c) No club member may be an officer of more than one local club in any one year. That member will represent the club in which an office is held at all county meetings.
- (d) Rutherford County's council members must subscribe to these by-laws.
- (e) Local club, county, region and state fce dues must be up-to-date in order for club officers to be recognized at all council meetings.

#### **ARTICLE IV**

#### **FINANCE**

Section 1. Dues. The amount of county dues shall be set by the council before each new year begins. Dues are to be paid each September for the coming year. Each local club shall pay dues in the amount set by the council for each club member. Local club dues are set by each individual club.

Section 2. Money Raising Projects. The Rutherford County Council may participate in money raising projects for the council as voted by the council membership.

Section 3. Expenses

- (a) Expenses for the board and county events shall be paid within the budget guidelines.
- (b) Reasonable expenses and mileage incurred by the president in representing the council at region and state functions shall be paid by the treasurer upon receipt of an itemized statement.
- (c) Expenses for regional training will be paid by the treasurer within the limits of the budget with car pooling being required.

#### **ARTICLE V**

#### **OFFICERS**

Section 1. Officers. The officers of the Rutherford County Council shall be President, Vice President for Programs, Vice President for Public Policy, Secretary, and Treasurer. All officers shall serve a two-year term and/or until their successors are elected and installed. These officers shall constitute the executive board of the county council. The county extension agent shall be an advisor to the officers. The immediate past president shall serve as advisor for one year after completing their term of office as president.

- (a) The election of the president, vice president for public policy and treasurer shall be elected in the even years. The vice president for programs and secretary shall be in the odd years. These officers will assume their duties on January 1 after their election and installation.

(b) Nominations shall be made by a nominating committee appointed by the board. Additional nominations may be made from the floor at the council meeting when a ballot of officers is presented.

(c) Election shall be by written ballot if more than one person is nominated for an office, otherwise a voice vote is acceptable.

(d) If an officer resigns or cannot serve out term of office, the board will appoint a council member to serve out the term, except in the office of president, the vice president for programs would automatically assume the duties of the office.

(e) Term of officers shall be two years. No officer may serve two consecutive terms in the same office. In the event no one is nominated for a vacancy, the president will appoint someone to serve in that office and may appoint the current officer to fill that vacancy for another term. No officer may resign one office to seek election to fill another office before her/his term is ended.

Section 2. Qualifications. All candidates must have served as an officer of a local club.

Section 3. Duties.

(a) President: The president shall (1) preside at all meetings of the council and of the executive board, (2) report in full all work done as representing the organization, (3) be a member ex-officio of all regular and special committees, (4) perform such other duties as are usual to the office, (5) serve as a voting delegate on both the region and state level of the Tennessee organization, (6) following election and before installation, attend all county executive board and council meetings in preparation for the next year's term of office and (7) serve as advisor and as an ex-officio member of the board for one year after leaving office.

(b) Vice President for Programs: The vice president for programs shall (1) serve as chairman of the education committee, (2) work with extension agent to develop programs for the year and put together information for the county yearbook, (3) serve as chairman of the county leader training, (4) serve as aide to the president in any other assigned duties and (5) perform the duties of the president in the event of resignation, disability or death.

(c) Vice President for Public Policy: The vice president for public policy shall (1) coordinate the annual Rutherford County recognition program working with the clubs named to the Recognition Day committee, (2) work in cooperation with the treasurer to see that the books are audited at the end of the term of office of the treasurer or at the discretion of the Board, (3) serve as a chairman of the CVU program and (4) serve as aide to the president.

(d) Secretary: The secretary shall (1) keep an accurate record of all proceedings of the council and the executive board, (2) conduct the general correspondence of the council and the executive board and (3) serve as chairman of the by-laws committee. Notices of the county council meetings shall be sent out by the extension office secretary.

(e) Treasurer: The treasurer shall (1) receive all money paid to the council, (2) disburse money upon approval of council or order of president subject to approval of council and (3) carefully account for all transactions and make a full written report of the same at the end of the year, or at any other time upon request of the executive board.

## **ARTICLE VI**

## **MEETINGS**

Section 1. Council. The County Council shall have at least four business meetings each year, one in each quarter, and arrange for at least one county-wide meeting for all the members of the local clubs in the county.

Section 2. Voting. One vote on any business brought before the council shall be given to each club President, Vice President for Programs, Vice President for Public Policy, Secretary, Treasurer, council Board Officers (with the exception of the president who only votes if there is a tie) and any region or state officer from Rutherford County who is present at the meeting.

Section 3. Local Clubs. The local clubs of Rutherford County shall set their individual meeting time for each month of the year. The standard for 100% members shall require attendance at all regular club meetings for the entire program. If a member, for a legitimate reason, has to miss their local club meeting, they may make up by attending another fce meeting in that month or the next month or attending a local, region or state meeting.

## **ARTICLE VII**

## **COMMITTEES**

The Executive Board may establish such standing and temporary committees as in their discretion may be required to carry out the objectives of the Rutherford County fce Clubs. The structure of the Tennessee Association for Family & Community Education shall be used as a guide.

The Education Chairmen shall (1) act as chairmen of a subject matter area of the Education Program for the county, (2) act as a liaison between local clubs and region Chairman by:

- (a) Bringing training and instructions from Region to local clubs.
- (b) Collecting annual reports from clubs, compiling and sending to Region Education Chairman.
- (c) Attend all training sessions.

(3) This committee shall be appointed by the president for a two year term and shall perform all duties assigned by the Executive Board.

## **ARTICLE VIII**

## **CALENDAR**

The official club year shall be January 1 through December 31.

**ARTICLE IX****PARLIAMENTARY AUTHORITY**

The rules contained in the most recent revision of Robert's Rules of Order (revised) shall govern this Council.

**ARTICLE X****AMENDMENT**

These By-Laws may be amended at any meeting of the Council by a two-thirds vote of the members present. These By-Laws should be revised whenever it is expedient. As long as Rutherford County is affiliated with TAFCE, these By-Laws should automatically change to conform to any changes in the components of TAFCE. No vote will be necessary for this conformation.

Revised October 17, 2008