

BY-LAWS
TAFCE, Central Region
Adopted September 10, 2009
Revised August 7, 2015
Revised September 13, 2018

ARTICLE I NAME

The name of this organization shall be the Tennessee Association for Family and Community Education, Central Region. In all cases where the acronym fce is used, it means Family and Community Education and TAFCE means the Tennessee Association for Family and Community Education.

ARTICLE II OBJECTIVES

The objectives of the TAFCE, Central Region shall be:

- (a) To bind together the County fce clubs of TAFCE, Central Region in educational programs and activities that promotes 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 University of Tennessee Extension, and the local county governments.
- (c) To provide opportunity for fce members cooperating in Extension Family and Consumer Sciences educational programs to pool their judgment and experiences for the progressive improvement of home and community life.
- (d) To offer a means by which fce members, in cooperation with University of Tennessee Extension, may interpret and promote educational and citizenship programs of 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

- (a) The membership of this association shall be composed of members of TAFCE, Central Region clubs irrespective of race, age, color, national origin, sex, disability, religion or veteran status. Members must subscribe to these bylaws and must pay annual membership dues.
- (b) Honorary membership may be granted to any person who has made outstanding contribution to the TAFCE, Central Region program. Honorary members may be recommended by a fce County or TAFCE, Central Region Board member, and must be approved by the TAFCE, Board of Directors. No dues shall be required. Honorary members are not eligible to vote.

ARTICLE IV FINANCES

Section I – DUES

A budget, based on the annual dues for each member, will be prepared by the Treasurer and approved by the TAFCE, Central Board of Directors. The TAFCE, Central Region Treasurer must receive dues for the following year by October 1 of the present year. (Example: Dues paid in September 2008 are for the 2009, etc.)

Section II – REIMBURSEMENT

- (a) Expenses incurred by officers, including the TAFCE, Central Region President-elect and the immediate past TAFCE, Central Region President, in pursuance of the office shall be paid by the TAFCE, Central Region Treasurer upon receipt of an itemized bill. Any expense that exceeds \$250 (except normal board expenses) must have prior board approval.
- (b) Expenses incurred by members of committees appointed by the TAFCE, Central Region President in the pursuance of the committee assignment shall be paid by the TAFCE, Central Region Treasurer upon receipt of an itemized bill. Any expenses exceeding \$250 (except normal board expenses) must have prior board approval.
- (c) Expenses for TAFCE, Central Region President to attend the NAFCE Annual Conference will not be paid by the TAFCE, Central Region Treasurer UNLESS one-third of the region membership has paid NAFCE dues.

Section III – OTHER FINANCIAL MATTERS

- (a) In case of dissolution, the TAFCE, Central Region Board shall assign all its assets to the thirty-one (31) counties, pro-rated according to membership of each county.
- (b) No dividends or other distribution shall be declared to be paid to any member of fce.

ARTICLE V OFFICERS

Section I – OFFICERS

The elected officers of this association shall be a President, President-elect (when applicable), Vice President for Programs, Vice President for Public Policy, Secretary and Treasurer.

Section II – ELECTIONS

- (a) The election of the President-elect, Vice President for Programs and Treasurer shall be at the TAFCE, Central Region annual meeting in the even years. These officers will assume their duties on January 1 following their election, and after installation at the TAFCE Conference.

- (b) The election of the President, Vice President for Public Policy and Secretary shall be at the TAFCE, Central Region annual meeting in the odd years. These officers will assume their duties on January 1 following their election, and after installation at the TAFCE Conference.
- (c) No officer may be elected to the same office for a consecutive term.
- (d) Nominations shall be sent to the TAFCE, Central Region Vice President for Programs. All candidates for office must be a member of TAFCE in good standing and give consent in writing to serve, before being nominated.
- (e) If no nominations are received for a specific office by the deadline, nominations for office may be made at the TAFCE, Central Region annual meeting by a voting delegate, if candidate's consent has been secured. If not, nominations are made from the floor. The candidate's qualifications and consent to serve in writing must be presented to the nominating committee chairperson, or appointee, by the person making the nomination, prior to the opening of the meeting at which the election occurs.
- (f) Qualifications for all persons being nominated for office must be in the hands of the presiding officer for referral. All nominees should be present for election.
- (g) No officer may resign from office in order to seek election to another office.
- (h) Qualifications must reach the TAFCE, Central Region Vice President of Programs by the date established by the TAFCE, Central Region Board of Directors. The TAFCE, Central Region Vice President of Programs will determine eligibility.
- (i) Election shall be by written ballot at the TAFCE, Central Region annual meeting unless there is only one candidate for the office. A majority vote of those members eligible to vote is required for election to an office. 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.
- (j) The TAFCE, Central Region President shall appoint three non-voting delegates to act as tellers to count ballots. Those appointed to count ballots cannot be one of the candidates for office. The TAFCE, Central Region President shall instruct the tellers to report the number of votes cast for individual candidates to the TAFCE, Central Region President for declaration of the winner, to the TAFCE, Central Region Secretary for inclusion in the official records and to the general assembly upon request.
- (k) If an officer resigns, fails to carry out the duties of that office, or cannot serve out the term of office, the TAFCE, Central Region President will appoint, pending Board approval, a member to serve out the term.
- (l) No person may hold more than one office or education committee chairperson, elected or appointed, at the Regional level.
- (m) All officers must submit to their successors all material pertinent to procedure, duties and responsibilities of that office.

Section III – QUALIFICATIONS

- (a) A candidate for TAFCE, Central Region President and TAFCE, Central Region President-elect must have served as President of a County Council or on the TAFCE, Central Region Board of Directors. A candidate for TAFCE, Central Region Vice President for Programs, TAFCE, Central Region Vice President for Public Policy, TAFCE, Central Region Secretary or TAFCE, Central Region Treasurer shall be a present or past County Council officer, or have served on the TAFCE, Central Region Board of Directors
- (b) A candidate shall be nominated for only one office in the same election.

Section IV – DUTIES

- (a) TAFCE, Central Region President: The President shall:
 - (1) Preside at all meetings of this TAFCE, Central Region and its Board,
 - (2) Appoint Education Chairmen and committee chairmen needed to carry on the business of this Association subject to approval of the Board,
 - (3) Report to the membership annually,
 - (4) Serve as an ex-officio member of all committees,
 - (5) Perform all acts and duties usually performed by an executive, and presiding officer,
 - (6) Serve as advisor and as an ex-officio member of the TAFCE, Central Region Board for one year after leaving office., and
 - (7) Submit to their successor ALL material pertinent to procedures, duties and responsibilities of the office.
- (b) TAFCE, Central Region President-elect: The President-elect shall:
 - (1) Serve one year to learn the office of President in preparation for moving to that position next term,
 - (2) Assists the President and perform all assigned duties during the one year term of office,
 - (3) Serve with a vote on the Central Region Board of Directors.,
 - (4) Perform any other duties as assigned by the TAFCE, Central Region President or TAFCE, Central Region Board, and
 - (5) Submit to their successor ALL material pertinent to procedures, duties and responsibilities of the office.
- (c) TAFCE, Central Region Vice President for Programs – The Vice President for Programs shall:
 - (1) Direct the activities of the Education Committee,
 - (2) Receives officer nomination applications and works with TAFCE, Central Region Treasurer to establish eligibility,
 - (3) Serve as an aide to the President in any other assigned duties,
 - (4) Perform the duties of the President in the event of resignation, disability or death until the next meeting of the Board of Directors.,

- (5) Perform any other duties as assigned by the TAFCE, Central Region President or TAFCE, Central Region Board, and
 - (6) Submit to their successor ALL material pertinent to procedures, duties and responsibilities of the office.
- (d) TAFCE, Central Region Vice President for Public Policy – The Vice President for Public Policy shall:
- (1) Coordinate the Family Community Leadership and Public Policy programs,
 - (2) Serve as the chairperson of a fiscal review committee, appointed by the TAFCE, Central Region President, working in cooperation with the TAFCE, Central Region Treasurer to see that the books are reviewed after the TAFCE, Central Region Annual Meeting,
 - (3) Serve as the chairperson of the CVU Program,
 - (4) Serve as an aide to the President,
 - (5) Perform the duties of the TAFCE, Central Region President in the event of resignation, disability or death of the President and the Vice-President for Programs until the meeting of the Central Region Board,
 - (6) Perform any other duties as assigned by the TAFCE, Central Region President or TAFCE, Central Region Board, and
 - (7) Submit to their successor ALL material pertinent to procedures, duties and responsibilities of the office.
- (e) TAFCE, Central Region Secretary – The Secretary shall:
- (1) Keep a complete record of all meetings of the TAFCE, Central Region and the TAFCE, Board of Directors,
 - (2) Distribute the minutes of the TAFCE, Central Region Board of Directors within thirty (30) days of the close of each meeting,
 - (3) Include minutes of the previous TAFCE, Central Region Annual Meeting in the voting delegate packets to be distributed thirty days (30) prior to the TAFCE, Central Region Annual Meeting.
 - (4) Sign papers pertaining to the TAFCE, Central Region as authorized or directed by the TAFCE, Central Region Board,
 - (5) Serve as Chairperson of the By-Laws Committee. By-laws shall be reviewed in even years,
 - (6) Perform any other duties as assigned by the TAFCE, Central Region President or TAFCE, Central Region Board, and
 - (7) Submit to their successor ALL material pertinent to procedures, duties and responsibilities of the office.
- (f) TAFCE, Central Region Treasurer – The Treasurer shall:
- (1) Receive and keep records of all funds and pay all authorized expenses,
 - (2) Make a full report of all matters and business pertaining to this office at the annual Central Region meeting,
 - (3) Perform such other duties as may be prescribed by the Board of Directors and work in cooperation with the Vice President for Public Policy to arrange for review of books., [See Article V, Section IV, (d), (2)]

- (4) Perform any other duties as assigned by the TAFCE, Central Region President or TAFCE, Central Region Board, and
- (5) Submit to their successor ALL material pertinent to procedures, duties and responsibilities of the office.

(g) TAFCE, Central Region Education Committee – The Education Committee work areas are: 1. Cultural Arts, 2. Fashion Revue, 3. Leadership Retreat, and 4. Membership/Communications.

The Education Committee shall:

- (1) Be appointed by the TAFCE, Central Region President,
- (2) Establish communications and keep the counties informed on the programs planned,
- (3) Serve (with a vote) on the TAFCE, Central Region Board
- (4) Complete and submit reports on time,
- (5) Serve only two (2) year terms beginning January 1 following appointment,
- (6) Perform any other duties as assigned by the TAFCE, Central Region President or TAFCE, Central Region Board, and
- (7) Submit to their successor ALL material pertinent to procedures, duties and responsibilities of the office.

Section V – BONDS

The TAFCE, Central Region Board of Directors may require the officers to furnish adequate bonds. The cost of such bonds shall be paid by the Association.

ARTICLE VI BOARD OF DIRECTORS

Section I – RESPONSIBILITIES

The business, property and affairs of TAFCE, Central Region shall be managed by a Board of Directors.

Section II – COMPOSITION

The TAFCE, Central Region Board of Directors shall consist of the President, President-elect (when applicable), Vice President for Programs, Vice President for Public Policy, Secretary, Treasurer and the Education Committee. Ex-officio members, who have no voting privileges, shall be the following: The immediate past TAFCE, Central Region President for one (1) year-and representative(s) of the University of Tennessee Extension who serve as advisors.

Section III –DUTIES

Duties of the TAFCE, Central Region Board of Directors shall be to:

- (a) Transact any business of the TAFCE, Central Region,

- (b) Carry out responsibilities within the By-Laws,
- (c) Give leadership to planning and implementing all activities of TAFCE, Central Region,; i.e., Information Day, Leadership Retreat, Annual TAFCE, Central Region meeting, installation of officers at the TAFCE, Central Region breakfast during the TAFCE Annual Conference, and
- (d) Business may be conducted by mail, phone, fax, e-mail, social media or conference call.

Section IV – MEETINGS

- (a) The TAFCE, Central Region Board of Directors shall meet at the time and place determined by the TAFCE, Central Region President.,
- (b) Meetings may be called at any time by the TAFCE, Central Region President or a majority of the TAFCE, Central Region Board., and
- (c) A simple majority of the members of the Board shall comprise a quorum for the transaction of all business.

Section V – NOTICE OF MEETINGS

- (a) The TAFCE, Central Region President shall have the TAFCE, Central Region Secretary notify all members of the Board at least ten days before every meeting. The notices shall include the time, place and purpose(s) of the meeting.
- (b) TAFCE, Central Region Annual Meeting packets must be mailed by the TAFCE, Central Region Secretary thirty (30) days prior to the meeting and shall include minutes of the prior year’s annual meeting, year-end financial report, proposed budget, voting delegate credential form(s), and any other pertinent information.

Section VI – COMMITTEES

The TAFCE, Central Region Board may establish such standing and temporary committees as needed, at their discretion, which may be required to carry out the objectives of the TAFCE, Central Region. Chairpersons of the committees shall:

- (1) Attend TAFCE, Central Region meetings at the request of the TAFCE, Central Region President, without a vote, and
- (2) Provide the TAFCE, Central Region President with a written report, and, if requested, an oral report.

ARTICLE VII MEETINGS

Section I – REGION MEETINGS

The TAFCE, Central Region meetings shall be held at the time and place designated by the TAFCE, Central Region Board of Directors, with a minimum of one meeting per year.

SECTION II – MEETINGS

A meeting of the members may be called at any time by the TAFCE, Central Region President or by a majority of the voting membership. The TAFCE, Central Region President shall call a meeting within sixty (60) days after receipt of a written request by 10% of the TAFCE members in good standing.

Section III – VOTING DELEGATES

- (a) The voting delegates shall be the TAFCE, Central Region Board of Directors and the President of each TAFCE, Central Region County Council. In the absence of the County Council President, an alternate may be appointed by the county. All voting delegates must be paid TAFCE members in good standing.
- (b) If a county does not have a member present at the annual meeting, they will not have a vote.

Section IV – NOTICE OF MEETINGS

The TAFCE, Central Region Secretary, at the request of the TAFCE, Central Region President, shall notify the TAFCE, Central Region Board of Directors and the TAFCE, Central Region President of each TAFCE, Central Region County Council of any meetings, to include time and place, at least 30 (thirty) days prior to the meeting. As a courtesy, representatives of UT Extension will be informed also.

Section V – QUORUM

Ten percent (10%) of the voting delegates present shall constitute a quorum at any meeting.

ARTICLE VIII PARLIAMENTARY AUTHORITY

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

ARTICLE IX AMENDMENT

These By-Laws may be amended by a two-thirds vote of the delegates present at any TAFCE, Central Region meeting of the Association. Notice of the proposed change shall be included in meeting notification mailed to the TAFCE, Central Region Board and Presidents of the County Councils. As long as the fce, TAFCE, Central Region, is affiliated with the TAFCE, it shall not be necessary to amend the By-Laws for the change of components of the Association. It is the express wish of this Association that all such changes be automatic, conforming to the Tennessee Association.

We, the undersigned, being the incorporators and members of the TAFCE, Central Region Board hereby consent to the foregoing By-Laws and do adopt the same as the By-Laws of said Association. In witness thereof we have here unto subscribed our names this thirteenth day of September in the year of 2018.

By-Laws Committee

TAFCE, Central Region Secretary (Chairperson)

Penelope Christoph Penelope Christoph
(Print Name) (Signature)

TAFCE, Central Region VP for Public Policy

Genevieve Kilga G. C. Kilga
(Print Name) (Signature)

TAFCE, Central Region President

Emily Gordon Emily Gordon
(Print Name) (Signature)