

BY-LAWS
TAFCE of Rutherford County

ARTICLE I NAME

The name of this association shall be the Tennessee Association for Family and Community Education (TAFCE) of Rutherford County. 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 of Rutherford County shall be:

- A. to bind together the local clubs of Rutherford County into a county association for the purpose of promoting 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 local FCE members cooperating in Extension Family and Consumer Sciences educational programs to pool their judgments and experiences for the progressive improvement of home and community life.
- D. to offer a means by which local FCE members, in cooperation with University of Tennessee Extension, may interpret and promote educational and citizenship programs of county, region, state, national and international importance in the preservation of the American home and provide opportunities for better understanding throughout the world; and
- E. to promote family strengths and leadership development.

ARTICLE III MEMBERSHIP

- A. The membership of this association shall be composed of members of TAFCE of Rutherford County clubs irrespective of race, age, color, national origin, sex, disability, religion or veteran status.
- B. One may become a member of a local club by expressing a desire to do so and paying the annual dues.
- C. There shall be two types of members:
 - 1) Active Member: a member participates in club activities and pays local, county, region, and state dues.
 - 2) Honorary Member: membership may be granted to any person who has made outstanding contribution to the TAFCE of Rutherford County. No dues shall be required. Honorary members are not eligible to vote.
- D. Members may belong to more than one club per year. 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.
- E. Local club, county, region, and state dues must be up-to-date in order for club officers to be recognized at all council meetings.
- F. TAFCE of Rutherford County members must subscribe to these bylaws.

ARTICLE IV FINANCES

A budget, based on the income received from dues and other income, will be prepared by the Treasurer to be presented for approval by the TAFCE of Rutherford County Council October meeting.

Section I – DUES

- A. The amount of county dues shall be set by the council before each new year begins. Dues are paid in September for the coming year.
- B. Each club shall pay dues in the amount set forth by the council for each club member.
- C. Local club dues are set by each individual club.

Section 2 – MONEY RAISING PROJECTS

TAFCE of Rutherford County may participate in money raising projects for the council as voted by the council membership.

Section 3 – EXPENSES

The treasurer will pay expenses per the current TAFCE of Rutherford County Spending Policy.

ARTICLE V OFFICERS

Section I – OFFICERS

- A. The elected officers of TAFCE of Rutherford County shall be a President, President-elect (when applicable), Vice President for Programs, Vice President for Public Policy, Secretary, and Treasurer. These officers plus all local club Presidents constitute the TAFCE of Rutherford County Council. The county extension agent will be an advisor to the officers. The immediate past President shall serve as advisor for one year, ex officio, after completing their term of office.
- B. All elected officers shall serve a two-year term, except President-elect who will serve a one-year term.
- C. If an officer resigns, fails to carry out the duties of that office, or cannot serve out the term of office, the TAFCE of Rutherford County Council President will appoint, pending Council approval, a member to serve out the term: except for the office of President. The Vice-president of Programs would automatically assume the duties of the office of President.

Section 2. ELECTIONS

- A. The election of President, Vice President of Public Policy and Treasurer shall be elected in the even years. The election of the President-elect, Vice President for Programs and Secretary will be elected in the odd years. These officers will assume their duties on January 1 following their election, and after installation at the **October** TAFCE of Rutherford County Council meeting.
- B. No officer may be elected to the same office for two consecutive terms.

Section 3. NOMINATIONS

- A. Nominations shall be made by a nominating committee appointed by the TAFCE of Rutherford County Council. The Vice President of Public Policy will serve as chairman of the nominating committee. All candidates for office must be a member of TAFCE in good standing and give consent to serve, before being nominated. Additional nominations may be made from the floor at the TAFCE of Rutherford County Council meeting when the ballot of officers is presented.
- B. The nomination of officers shall be presented at the **July** TAFCE of Rutherford County Council meeting.
- C. Election shall be by written ballot if more than one person is nominated: otherwise, a voice vote is acceptable.
- D. In the event no one is nominated for a vacancy, the President will appoint, with council approval, a member to serve in that office and may appoint the current officer to fill that vacancy for another term.
- E. No officer may resign from one office in order to seek election to fill another office before her/his term is ended.

Section 4. QUALIFICATIONS

- A. All candidates must be in good standing with the TAFCE of Rutherford County Association.
- B. No person may hold more than one office at a time.

Section 5. DUTIES

A. TAFCE of RUTHERFORD COUNTY PRESIDENT: The President shall:

1. Preside at all meetings of TAFCE of Rutherford County and its council,
2. Inform all TAFCE of Rutherford County Council officers of all regular and special meetings,
3. Appoint committee chairpersons as needed to carry on the business of this Association, subject to approval of the Board,
4. Report in full to the board all work done as representing the TAFCE of Rutherford County,
5. Be an ex officio member of all regular and special committee meetings,
6. Perform all such duties and acts as are usual to the office,
7. Send correspondence as appropriate for official representation of TAFCE of Rutherford County,
8. Actively mentor the President-elect,
9. Serve as voting delegate on both the region and state level of TAFCE,
10. Assist the county agent with collecting information for the annual Rutherford County Yearbook,
11. Serve without a vote, unless there is a tie, on the TAFCE of Rutherford County Council,
12. Submit to their successor ALL material pertinent to procedures, duties and responsibilities to the office.

B. TAFCE OF RUTHERFORD COUNTY PRESIDENT-ELECT: The President-elect shall:

1. Serve a one-year term to learn the office of the President in preparation of moving into that position.
2. Serve with the right to a vote on the TAFCE of Rutherford County Council,
3. Assist the President and perform all assigned duties during the one-year term of office,
4. Assist the President and county agent with collecting information for the annual yearbook,
5. Submit to their successor ALL material pertinent to procedures, duties and responsibilities to the office.

C. TAFCE of RUTHERFORD COUNTY VICE PRESIDENT OF PROGRAMS: The Vice-President Programs shall:

1. Serve with the right to a vote on the TAFCE of Rutherford County Council,
2. Serve as chairman of all programs following the program guidelines,
 - a) Recognition Day
 - b) Cultural Arts
 - c) Flower and Garden
 - d) Fashion Review
3. Work with county extension agent to develop and present training/leader lessons to the local clubs,
4. Assist the President and county agent with collecting the information for the annual yearbook,
5. Complete reports to submit to the appropriate State or Region Officer,
 - a. State Project Report
 - b. Best of the Best-working with the county extension agent for judging and submitting winners to appropriate region officer,
 - c. Heart of FCE-working with the county extension agent for judging and submitting winners to appropriate state officer,
 - d. Creative Writing-working with the county extension agent for judging and submitting winners to the appropriate region officer,
6. Assist the President and perform all assigned duties,
7. Perform the duties of the President in the event of her/his absence, resignation, disability, or death,
8. Submit to their successor ALL material pertinent to procedures, duties and responsibilities to the office.

D. TAFCE of RUTHERFORD COUNTY VICE PRESIDENT OF PUBLIC POLICY: The Vice President of Public Policy shall:

1. Serve with the right to a vote on the TAFCE of Rutherford County Council

2. Work with the treasurer to see that the books are audited at the end of the term of treasurer or at the discretion of the TAFCE of Rutherford County Council,
 3. Serve as chair of the nominating committee,
 4. Serve as the chair of the by-laws committee,
 5. Complete the CVU report to submit to the appropriate region officer.
 6. Assist the President and perform all assigned duties,
 7. Submit to their successor All material pertinent to procedures, duties and responsibilities to the office.
- E. TAFCE of RUTHERFORD COUNTY SECRETARY: The Secretary shall:
1. Serve with the right to a vote on the TAFCE of Rutherford County Council,
 2. Keep accurate record of all proceedings of the TAFCE of Rutherford County Council,
 3. Conduct the general correspondence of the TAFCE of Rutherford County Council, including but not limited to the associations/organizations and/or individuals donating to the Recognition Day celebration, the judges for cultural arts, flower and garden, and fashion revue,
 4. Assist the President and perform all duties assigned,
 5. Submit to their successor ALL material pertinent to their procedures, duties and responsibilities of the office.
- F. TAFCE of RUTHERFORD COUNTY OFFICE OF TREASURER: The treasurer shall:
1. Serve with the right to vote on the TAFCE of Rutherford County Council,
 2. Receive and deposit all money paid to the TAFCE of Rutherford County Council in a bank account designated to TAFCE of Rutherford County,
 3. Keep accurate record of all transactions and make a full written report to the TAFCE of Rutherford County Council at each council meetings,
 4. Disburse money within the guidelines of the current TAFCE of Rutherford Spending Policy
 5. Work with the Vice President of Public Policy to audit the books,
 6. Prepare an annual budget and present to TAFCE of Rutherford County Council at the October council meeting,
 7. Assist the President and perform all duties assigned,
 8. Submit to their successor All material pertinent to procedures, duties, and responsibilities of the office.

ARTICLE VI: MEETINGS

Section 1 TAFCE of RUTHERFORD COUNTY 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 event for all the local club members in the county.

Section 2 VOTING

One vote on any business brought before the TAFCE of Rutherford County Council shall be given to each elected officer and the Presidents of the local clubs. In the event of a tie the President of the TAFCE of Rutherford County Council has a vote.

Section 3 LOCAL CLUBS

The local clubs of Rutherford County shall set their individual meeting time for each month of the year.

The TAFCE of Rutherford County Council may establish such standing or temporary committees as in their discretion which may be required to carry out the objectives of the Rutherford County FCE clubs. The structure of the Tennessee Association for Family and Community Education shall be used as a guide.

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 Association.

ARTICLE IX AMENDMENT

These By-Laws may be amended by a two-thirds vote of the voting officers present at any TAFCE of Rutherford County Council meeting. These by-laws should be revised whenever it is expedient. As long as TAFCE of Rutherford County is affiliated with TAFCE, it shall not be necessary to amend the By-Laws for the change of components of the Association. No vote will be necessary for this conformation. It is the express wish of this Association that all such changes be automatic, conforming to the Tennessee Association.

Revised:

October 17, 2008

October 27, 2017

October 2022