

BY-LAWS FOR THE TENNESSEE EXTENSION ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

Article I

Name and Objectives

Section I - The name of this association is the Tennessee Extension Association of Family and Consumer Sciences, an affiliate of the National Extension Association of Family and Consumer Sciences.

Section II - The objectives of the association are to:

- A. Provide a permanent state organization for Family and Consumer Sciences of Tennessee Extension;
- B. Strengthen and improve professional standards;
- C. Provide opportunity for recognition of outstanding leadership and achievement;
- D. Provide media for the exchange of ideas and methods;
- E. Promote fellowship among its members, and;
- F. Strengthen regional associations and stimulate member participation.

Article II

Membership

Section I - TEAFCS membership is open to an Extension employee working in any capacity with Family and Consumer Sciences programming, who has a minimum of a bachelor's degree, may become an active member of the association upon payment of annual membership dues.

Section 2 - Tennessee Family and Consumer Sciences Extension Specialists and State Leader of Family and Consumer Sciences may be active, voting members of TEAFCS. They have rights and privileges of full membership. They may hold membership in the region in which they work or may choose to be affiliated with the state organization only.

Section 3 - Life Member

- A. Any former Extension employee who has been a member of the NEAFCS for at least 10 years will be granted life membership upon payment of a one-time fee to the NEAFCS.
- B. Life members shall be granted the following rights and privileges:
 1. They may receive awards.
 2. They may serve on committees.
 3. They shall receive all state publications and, upon payment of an annual subscription fee, all national publications.
 4. They shall receive the state meeting registration brochure.
 5. They may serve as voting delegates.
 6. They shall not be eligible for office.

Article III Officers

Section 1- The elected officers of the Association are the President, President-Elect, Vice President for Public Affairs, Vice President for Member Resources, Vice President for Awards and Recognition, Sr. Vice President for Professional Development, Jr. Vice President for Professional Development, Secretary, Treasurer, and Immediate Past President.

Section 2- Qualifications

- A. The President-Elect must have State Association board experience. A rotating system for serving as the President-Elect will be used beginning with the Eastern Region in 2010 and from the Western Region, thence to the Central Region in succession.
- B. No member may serve more than one term in the same elected office excluding treasurer.
- C. The Vice President for Professional Development shall be selected from the region hosting the annual meeting.

Section 3- Term of Office

- A. The President -Elect shall be elected annually to serve one year as President-Elect and shall serve the following year as President or until a successor has been elected.
- B. The Vice President for Public Affairs and the Secretary shall be elected in odd numbered years to serve a term of two years.
- C. The Vice President for Member Resources, the Vice President for Awards and Recognition and the Treasurer shall be elected in even numbered years to serve a term of two years.
- D. The Vice President for Professional Development shall be elected annually to serve a one year term as Junior VP for Professional Development and then serve the following year as Senior VP for Professional Development.
- E. The officers shall assume their duties on January 1.
- F. The President shall serve as the Immediate Past President for one year immediately following the term as President.

Section 4- Vacancy of Office

- A. A vacancy in the office of President shall be filled by the President-Elect.
- B. In the event of a vacancy in the office of President-Elect, the Executive Board shall appoint the Vice President for Public Affairs as acting President-Elect for the unexpired term. The acting President-Elect shall assume the duties and powers of the office of President-Elect but shall not automatically succeed to President. In years when the President-Elect has been appointed by the Executive Board, both a President and President-Elect shall be elected for the following year. The acting President-Elect shall be eligible for election to the same position, if from the region eligible for President-Elect.
- C. In the event of a vacancy in the office of both President and President-Elect the Vice President for Public Affairs shall succeed to the office of President for the unexpired term. This individual shall be eligible to seek election to the office of President or President-Elect, if from the region for said position. All other vacancies shall be filled by a ballot vote of the Executive Board.
- D. In the event of a vacancy in the office of the Immediate Past President, the vacancy shall be filled by the most recent Past President.

Section 5 - Duties of Officers

A. President shall:

1. Give administrative guidance to the Association; work with Association officers and regional directors in coordinating their efforts in carrying out the organizations objectives and programs.
2. Call and preside at Board and Association business meetings.
3. Appoint all committees necessary to carry out the business of the Association with the exception of the nominating committee (Article VII, Sec. 2) and the audit committee (Article VIII, Sec.2), and serve as ex-officio member of said committees except nominating.
4. Approve the payment of bills.
5. Strengthen public relations and maintain cooperative relations with other organizations.
6. Exercise all powers and duties pertaining to the office of President.

B. President-Elect shall:

1. Serve as chair of the bylaws committee.
2. Serve as member of the annual audit committee.
3. Serve as a member of the statement of policy committee with the Treasurer and the Vice President for Public Affairs.
4. Perform all the duties of the office of the President in the event of absence, disability or at the request of the President.

C. Vice President for Public Affairs shall:

1. Perform all duties of the office of President in the event of absence, disability or at the request of the President or President-Elect.
2. Assume any other duties that may be assigned by the President or the Executive Board.
3. Chair and serve as the liaison between the public affairs committee (consisting of Regional Vice Presidents of Public Affairs) and the Executive Board.
4. Coordinate the committee to develop and implement strategies which address issues related to external communications, coalition building, public policy education and funding opportunities, as defined by the Executive Board.
5. Serve as chair of the statement of policy committee and be responsible for presenting it at the spring board meeting and annual meeting. Other committee members are President-Elect and Treasurer.

D. Vice President for Member Resources shall:

1. Chair and serve as liaison between the member resources committee and the Executive Board.
2. Coordinate the committee (consisting of Regional Vice Presidents for Member Resources) to develop and implement strategies which address issues related to networking opportunities for members with diverse and similar interests. Encourage active participation and leadership.
3. Maintain association website and social media account(s) in partnership with Regional Vice Presidents for Member Resources.

- E. Vice President for Awards and Recognition shall:
1. Chair and serve as liaison between the awards and recognition committee (consisting of Regional Vice Presidents for Awards and Recognition) and the Executive Board.
 2. Coordinate the committee to develop and implement strategies which address issues related to awards.
 3. Conduct annual awards program on the state level.
 4. Apply and encourage other regional committee members to serve on a national committee or sub-committee.
- F. Senior Vice President for Professional Development shall:
1. Chair and serve as liaison between the professional development committee and the Executive Board.
 2. Coordinate the committee(s) to develop and implement the annual TEAFCS state conference for the current year and/or other professional development opportunities.
- G. Junior Vice President for Professional Development shall:
1. Shadow Senior Vice President for Professional Development.
 2. Coordinate the committee(s) to develop and implement TEAFCS state conference for the upcoming year and/or other professional development opportunities.
- H. Secretary shall:
1. Keep a full and accurate record of the proceedings of all meetings of the Executive Board and the association and send copies of minutes to officers within two weeks after the meeting has concluded.
 2. Keep accurate record of life members.
 3. Serve as member of annual audit committee.
- I. Treasurer shall:
1. Keep accurate record of monies received and disbursed.
 2. Prepare and present an annual financial report and budget.
 3. Pay all bills as approved by the President.
 4. Serve as a member of the statement of policy committee along with the President-Elect and Vice President for Public Affairs.
 5. Keep official record of the membership.
 6. The state Treasurer shall pay NEAFCS dues for each active member (Article II, Sec. 1& 2) by the established date.
- J. Immediate Past President shall:
1. Serve as parliamentarian at Executive Board meetings.
 2. Give counsel to the Executive Board.
 3. Serve as chair of nominating committee.
 4. Serve as chair of annual audit committee.

Article IV Directors

Section 1 - The state is divided into three regions - Western, Central, and Eastern. Each region shall be represented by a Director and a Director-Elect to serve for a period of two years. The Director-Elect shall be elected bi-annual to serve two years and shall serve the following two years as Director.

Section 2 - Directors-Elect from the Western Region and the Eastern Region shall assume duties in odd years. The Director-Elect from Central Region shall assume duties in even numbered years. The Directors-Elect shall assume duties January 1.

Section 3 - Directors and Directors-Elect shall be the liaison officer between the state association and the regional members and shall serve on the Board. Directors shall appoint standing committee members as stated in Article VIII, Section 4. Reports and plans shall be submitted from each director at Board and annual meetings.

Section 4 - Directors-Elect shall assist the Regional Director and assume the Director's duties in case of absence or disability.

Article V Executive Board

Section 1 - The Executive Board consists of the elected officers. The Board shall consist of elected officers, Regional Directors and Directors-Elect.

Section 2 - The Executive Board meetings shall be held on call of the President.

Section 3 - The duties of the Executive Board are to formulate policy and transact business of the Association.

Section 4 - All vacancies, except that of Directors, shall be filled by appointment of the Executive Board for the unexpired term. Director vacancies shall be filled by the members in the region in which the vacancy occurs. President-Elect vacancies shall be filled by the Executive Board, but the appointment must come from the region in which the vacancy occurs.

Article VI Advisor

Section 1 - The state administrator for Family and Consumer Sciences shall serve as advisor to the Association.

Article VII Nominating and Electing

Section 1 - All nominees for officers must file specified requirements (Article III) with the Director from the respective region. The consent of all nominees must be obtained before

the name is placed in nomination.

Section 2 - A nominating committee composed of the three Regional Directors and the Immediate Past President serving as chair shall present a slate of officers. Nominations may be made from the floor provided the nominee meets specified qualifications in Article III and Article V, Sec. 1.

Section 3 - Election of officers, except Directors and Directors-Elect, shall be held during the annual business meeting.

Section 4 - Directors and Directors-Elect shall be elected at a meeting in their respective regions.

Article VIII Standing Committees

Section 1 - The standing committees are Public Affairs, Member Resources, Awards and Recognition, Professional Development, and Endowment & Endowment Expenditure Advisory.

Section 2 - There shall be an audit committee consisting of the Immediate Past President serving as chair, President-elect and Secretary to meet annually.

Section 3 - There shall be a nominating committee consisting of Past President serving as chair, along with the three Regional Directors (Article VII, Sec. 2).

Section 4 - Standing committee members shall be appointed for a two year term by Regional Directors with approval of the President. These committee members shall also be regional chairs of same committee.

Section 5 - Other committees necessary to carry out the objectives of the Association shall be appointed by the President.

Article IX Meetings

Section 1 - There shall be one annual meeting of TEAFCS which shall be held for the purpose of furthering the objectives of the Association.

Section 2 - The TEAFCS annual meeting guidelines shall contain policies and procedures for the state meeting.

Section 3 - Other meetings of the Association may be called by the President with the approval of the Executive Board.

Article X Dues

Section 1 - The dues for annual membership in the Association will follow the guidelines set by NEAFCS bylaws, Article III.

Article XI
NEAFCS Annual Session

Section 1 - The number of voting delegates from TEAFCS shall be the number determined eligible as set forth in the NEAFCS handbook.

Section 2 - The voting delegates shall be the President and President-Elect. The remaining delegates in even number years shall be Vice President for Member Resources, Vice President for Public Affairs, Secretary, and a Presidential appointee(s) as needed. The remaining delegates in odd number years shall be Vice President for Awards and Recognition, Vice President for Professional Development, Treasurer, and Presidential appointee(s) as needed. In the event a designated voting delegate cannot attend the national meeting, the President shall have the authority to appoint an alternate who shall assume the responsibilities and privileges.

Article XII
Amendments

Section 1 - These adopted bylaws may be amended at any meeting or by mail (postal or electronic) ballot by 2/3 vote of the members voting.

Section 2 - Proper and sufficient notice of proposed changes, revisions, or repeals must be mailed or electronically mailed to members not less than 30 days prior to the opening date of the annual meeting. Amendments must originate at a previous annual meeting or with the Executive Board.

Section 3 - When amendments are made to the NEAFCS Bylaws that affect state policy, the state bylaws shall automatically be changed to correspond with national regulations.

**Article XIII Expenses of TEAFCS Officers and
Committee Chairs**

Section 1 - State officers shall be reimbursed for expenses as specified in the Statement of Policy and/or Budget of TEAFCS.

**Article XIV Budget and
Statement of Policy**

Section 1 -The Vice President for Public Affairs acting as chair, President-Elect, and Treasurer shall meet prior to the annual Spring Board Meeting to review and revise the budget and the annual statement of policy to be approved by the Board of said meeting.

Revision History

Revised 1971

Revised Articles II and XI, June 14, 1978

Revised Articles IX, XI, XIII, XIV and XV, May 23, 1981

Revised Articles II, IX, AND XI, April 23, 1983

Revised Articles III, IV, and IX, December 11, 1984

Revised Articles II, III, IV, V, VII, VIII, IX, X, XI, XII, XIV, XV, April 20, 1985

Revised Articles II, III, IV, V, VI, IX, March 1988

Revised Articles II, IX, XIII, XIV, April 1991

Revised Articles II, XI, XIII, March 1992

Revised Articles III, IV, March 1993

Revised March 1995

Revised March 1997

Revised January, 2000

Revised Articles II and III, February, 2001

Revised November 2004

Revised March 26, 2009

Revised August, 2013

Revised April, 2018