

**Florida Extension Association
of
Family & Consumer Sciences, INC.**

BYLAWS

Proposed revised July 2006
Approved September 2006

ARTICLE I
NAME AND PURPOSES

Section 1 **Name**

The name of this organization is the Florida Extension Association of Family and Consumer Sciences, Inc., herein known as FEAFCS.

Section 2 **Incorporation**

The Articles of Incorporation are registered with the Secretary of State in Tallahassee, Florida. The seal shall be kept by the Secretary of the organization.

Section 3 **Purposes**

The purposes of FEAFCS are to:

- A. Provide a permanent state organization for the Family and Consumer Sciences faculty of the University of Florida IFAS Extension;
- B. Strengthen and improve professional standards;
- C. Provide opportunity for recognition of outstanding leadership and achievements;
- D. Provide media for the exchange of ideas and methods; and
- E. Stimulate member participation.

ARTICLE II
BUSINESS

Section 1 **Fiscal year**

The fiscal year of FEAFCS begins on January 1 and ends on December 31.

Section 2 **Meetings**
The annual meeting of FEAFCS shall be held in connection with the Extension Professional Associations of Florida (EPAF) meeting. Special meetings may be held by call of the President or upon written request of twenty percent of the members.

Section 3 **Place of Business**
The principle place of business is the University of Florida, Gainesville, FL.

ARTICLE III MEMBERSHIP

Section 1 **Qualifications**
The membership of FEAFCS consists of professional employees of the University of Florida IFAS Extension who are employed in any capacity with Family and Consumer Sciences programming.

Section 2 **Classes**
There shall be two classes of membership: active and life.

A. **Active Members**

Active members are dues paying professionals who hold a county or state Extension appointment with a minimum of a bachelor's degree in the field of Home Economics/Family and Consumer Sciences or a related field. Those submitting an application with a degree in a related field may become a member of FEAFCS after review of their credentials, approval by the board of FEAFCS and upon payment of dues (See Article XII Section 2).

B. **Life Members**

A member of FEAFCS in good standing for at least ten years, upon retirement, shall be granted life membership upon payment of a one-time fee, to the National Extension Association of Family and Consumer Sciences (NEAFCS). Life members shall be granted the following rights and privileges:

1. Eligible for committee appointments;
2. Shall receive all publications upon payment of annual subscription fees;
3. Shall receive the NEAFCS and EPAF conference registration brochures at no charge.

Life members shall not be eligible to hold an NEAFCS or FEAFCS office.

Section 3 **Transfer of Membership**
Active members in another state may transfer to FEAFCS by indicating this desire in writing to the Treasurer and paying appropriate dues (see Article XII Section 8).

Section 4 **Termination of Membership**
After December 31, the past due date for paying dues, membership in FEAFCS shall be terminated.

ARTICLE IV OFFICERS AND ELECTIONS

Section 1 **Officers**
The officers of FEAFCS are: President, President-Elect, Vice-President for Public Affairs, Vice-President for Member Resources, Vice-President for Awards and Recognition, Vice-President for Professional Development, Secretary, and Treasurer.

Section 2 **Terms of Office**
The President-Elect shall be elected annually to serve one year as President-Elect and shall serve the following year as President. Previous experience on the FEAFCS Executive Board is required for this office.

The Vice-President of Member Resources, Vice-President for Professional Development, and Secretary shall be elected in even years to a term of two years or until a successor has been elected.

The Vice-President for Public Affairs, Vice-President for Awards and Recognition, and Treasurer shall be elected in uneven years to serve a term of two years or until a successor has been elected.

The District Directors shall serve two years. Northwest, Central and South Districts will be elected in odd years, Northeast, South Central and Campus Districts will be elected in even years.

Section 3 **Elections**
The Nominating Committee shall present a double slate of officer candidates for each office whenever possible. The committee shall prepare a ballot of eligible nominees and include blank space for write-in nominations. Ballots or notification of on-line ballots shall be mailed or emailed to active members by April 1. The ballot shall include the resumes of nominees and shall be returned to the committee chair by May 15th and tallied prior to the Spring/Summer Executive Board meeting.

Section 4

Assumption of Duties

Officers and Directors assume their duties following the NEAFCS annual meeting.

Section 5

Length of Service

No officer or director may serve more than six consecutive years on the Executive Board.

Section 6

Vacancies

- 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 the 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, except that the acting President-Elect shall not automatically succeed to the office of President. In years when the President-Elect has been appointed by the Executive Board, both the President and President-Elect shall be elected for the following year. The acting President-Elect shall be eligible for election to either position.
- C. In the event of vacancies in the offices of both President and President-Elect, the Vice-President of Public Affairs shall succeed to the office of the President for the unexpired term. In addition, that individual shall be eligible to seek election to the office of President or President-Elect the following year. The vacancy thus created in the office of Vice-President for Public Affairs and any other vacancy, shall be filled by ballot vote of the Executive Board within 30 days.
- D. In the event of a vacancy in the office of immediate Past President, the vacancy shall be filled by the most recent Past President.
- E. In the event of a vacancy for any other elected office, the candidate who received the second most votes for that office on the ballot will fill the vacancy. If no second candidate appeared on the ballot, the President will appoint an individual.

**ARTICLE V
EXECUTIVE BOARD**

Section 1

The Executive Board consists of the elected officers, District Directors and standing committee chairpersons. The immediate Past President, appointed Parliamentarian and Advisor serve as non-voting members.

- Section 2** The Executive Board meets prior to the annual state meeting held in the Fall, in the Winter, and in the Spring/Summer. An additional meeting of the Executive Board may be called at the discretion of the President.
- Section 3** The duties of the Executive Board are to set deadlines, formulate policy, transact business of the association and keep membership informed.
- Section 4** The Executive Board may conduct business using appropriate means (mail, electronically, etc). A report of any such action taken shall be verified and made a part of the minutes at the next meeting of the Executive Board.
- Section 5** The President or President's designee may sign contracts on behalf of the Association upon approval of the Executive Board.

ARTICLE VI STANDING COMMITTEES

- Section 1** **Names**
The Standing Committees are:
- A. Bylaws and Handbook
 - B. Finance
 - C. Nominating
 - D. Public Affairs
 - E. Member Resources
 - F. Awards and Recognition
 - G. Professional Development
 - H. Youth
 - I. Audit

- Section 2** **Functions**
The Bylaws and Handbook, Finance, Public Affairs, Member Resources, Awards and Recognition and Professional Development standing committees shall be chaired by the respective Officers. The Youth, Audit, Nominating and other special committees

as needed shall be appointed by the President with the approval of the Executive Board following the election of officers.

Bylaws and Handbook

Review bylaws and submit proposed changes to the Executive Board for review and approval prior to sending them to the membership by mail or email.

Finance

Prepare and submit proposed budget for Executive Board.

Nominating

Prepare the yearly slate of officers for FEAFCS, issue ballots to voting members, and tabulate election results.

Public Affairs

Provide leadership to public affairs efforts.

Member Resources

Provide leadership for networking opportunities for members with diverse and similar interests.

Awards and Recognition

Coordinate efforts of FEAFCS awards and recognition.

Professional Development

Provide opportunities for members to develop professionally.

Youth

Promote opportunities for interaction between FEAFCS members, 4-H agents and youth.

Audit

Audit the books at the end of the fiscal year.

Section 3

Vacancies

With the exception of the officers listed in Article IV Section 6, all vacancies in officers or committee chairs of the association will be filled for the unexpired term by appointment by the President with the approval of the Executive Board.

**ARTICLE VII
ADVISORS DUTIES**

The Chair of the Department of Family, Youth and Community Sciences in Florida will serve in an advisory capacity upon the request of the Executive Board.

**ARTICLE VIII
PARLIAMENTARIAN**

- Section 1 Appointment**
The President will appoint a parliamentarian from the membership.
- Section 2 Duties**
To give guidance to the President regarding parliamentary procedure.

**ARTICLE IX
NOMINATING, ELECTING AND VOTING DELEGATES**

- Section 1 Nominating Committee**
A nominating committee shall be composed of a chairperson, the District Director from each Extension Association District, and a member-at-large. The President shall appoint the chairperson from the general membership. The Executive Board will elect the member-at-large from the general membership. The nominating committee shall make up a slate of officers with at least one name for each office. This slate shall represent all districts (see Article IV, Section 3).
- Section 2 Voting**
At all meetings all votes shall be via voice, except that for election of officers where ballots shall be provided and there shall not appear any place on such ballot any mark or writing that might tend to indicate the person who cast such ballot. At any regular or special meeting, if a majority so requires, any question may be voted upon by ballot. When voting by ballot the chair of such meeting shall immediately, prior to the commencement of balloting, appoint a committee of three who shall act as "tellers" and who shall certify in writing to the Chair the results. This certified copy shall be affixed to the minutes of that meeting.
- No "teller" of elections shall be a candidate for office in the question voted upon.
- Section 3 Voting Delegates to NEAFCS**
The voting delegates to the annual meeting of NEAFCS shall be the President, President-Elect, and the Distinguished Service Award recipient(s). In the event any of these cannot attend, delegates shall be selected in the following order: Vice-President for Public

Affairs, Vice-President for Member Resources, Vice-President for Awards and Recognition, Vice-President for Professional Development, Secretary and Treasurer.

ARTICLE X MEETINGS

Section 1 Annual Meeting

The annual meeting of this organization shall be held during the EPAF conference for the purpose of furthering the objectives of the association, installing officers, receiving reports of officers and committees, and transacting any other business that may arise. If necessary or if the scheduled annual meeting cannot be held, the President may call a special meeting to transact business with the approval of the Executive Board. The President shall see that a notice is sent to everyone eligible for membership telling the time and place of such a meeting.

Section 2 Special Meetings

The President with the approval of the Executive Board may call a special session of the association and/or conduct business by mail or electronically as necessary.

ARTICLE XI QUORUMS

Section 1 Membership Quorum

A quorum at any annual meeting of this association shall consist of a majority of the members in attendance.

Section 2 Executive Board Quorum

A quorum of the Executive Board shall consist of not less than a majority of the Executive Board in attendance.

ARTICLE XII DUES AND FEES

Section 1 Membership Year

The membership year shall be from January 1 to December 31.

Section 2 Dues

Dues for the coming year are payable after the EPAF meeting and are delinquent after December 31.

- Section 3** **Payment**
Each member shall pay annual dues into the treasury. FEAFCS shall pay dues to NEAFCS in accordance with the amount stated in the national constitution.
- Section 4** **Rate**
The rate shall be recommended by the Executive Board and voted on by the members at the annual meeting.
- Section 5** **Life Members**
Life membership shall be granted after a one time fee is paid to NEAFCS.
- Section 6** **Partial Year**
New professionals hired by Extension after May 1 will pay the national portion of the dues for that year. New professionals include “new hires” and transferring professionals.
- Section 7** **New Professionals**
The Executive Board and its Member Resources Committee will encourage new professionals to join FEAFCS and NEAFCS membership during their first year of employment by networking with the new professionals and offering registration incentives per Policies & Guidelines.
- Section 8** **Transfer Members**
Members transferring to Florida, who paid state and national dues for the current year in another state, may choose to become an active Florida member by doing one of the following:
- A. If hire date was between January 1 and April 30, pay the state portion of Florida dues and become an active Florida voting member for the current year; also submit a letter of request to the State Treasurer to transfer National Membership
 - B. If hire date is between May 1 and December 31, ask per letter of request written and submitted to the State Treasurer to waive the current year’s FEAFCS dues and to transfer National Membership
 - C. Postpone FEAFCS membership until the next program year by submitting membership payment after the fall annual meeting but prior to December 31 to become a Florida member for the next membership year (as described in Article XII Section 1, Section 2).

**ARTICLE XIII
AMENDMENTS**

- Section 1** **Majority**
These bylaws may be amended by a majority of the members voting.

Section 2

Notice

Proper and sufficient notice of the proposed changes, revisions, or repeals must be mailed or emailed by the Chair of the Bylaws and Handbook Committee, to each member of the association not less than thirty days prior to the date of the meeting at which amendments will be voted on.

Section 3

Effective Date

All amendments or revisions so made shall go into effect immediately, unless otherwise specified.

**ARTICLE XIV
PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Newly Revised will govern the association in all cases except when they are inconsistent with the bylaws of the association.

**ARTICLE XV
DISSOLUTION OF ASSOCIATION**

On the dissolution of the association, the entire net assets remaining after payment of any and all liabilities and obligations of the association shall be transferred to such association or associations organized exclusively for charitable, educational or scientific purposes relating to Family and Consumer Sciences and shall at the time qualify as exempt association or associations as designated by majority vote of the current Executive Board..