

KANSAS ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION
BYLAWS

ARTICLE I – NAME

The name of the organization shall be Kansas Association for Family and Community Education, hereinafter referred to as KAFCE. KAFCE is an affiliate of the National Association for Family and Community Education, hereinafter referred to as NAFCE.

ARTICLE II – OBJECT

The object and purpose of this association, organized as a non-profit organization, shall be and is exclusively to strengthen, develop, coordinate, and extend education to improve the quality of life for individuals and families; and to determine and coordinate statewide policies; all within the meaning of Section 501 (c) (3) and Section 509 (a) (2) of the Internal Revenue Code.

ARTICLE III - MEMBERS

SECTION 1 – Classification

- A. An individual member pays KAFCE and NAFCE dues/fees and local/county dues/fees where applicable.
- B. A senior member is 80 or more years of age and pays KAFCE and NAFCE dues/fees and local/county dues/fees where applicable.
- C. A family member is a family that pays KAFCE and NAFCE dues and fees for each family member living under the same roof and desires to be classified as a family membership.

SECTION 2 – Qualification

KAFCE does not discriminate by race, color, national origin, sex, age or disability.

ARTICLE IV – DUES, FEES AND FINANCES

SECTION 1 – Dues and Fees

- A. KAFCE shall be financed by annual dues and contributions from KAFCE members.
- B. Annual dues shall be determined by the board of directors and approved by a majority of those qualified members voting at an annual business meeting and shall include the sum necessary to pay the member's national dues.
- C. Members shall pay National and Kansas dues and any required fees through the county council treasurer. In counties where there is no county council, dues and fees are paid directly to the state treasurer.
- D. Dues shall be due and payable to the KAFCE treasurer on or before November 1. Dues received after November 30 will be assessed a \$1.50 reinstatement fee.
- E. Membership will be terminated if dues are not received by February 1.
- F. Fees and methods of payment for educational development may be established by the board of directors.
- G. Fees for other services shall be determined by the board of directors.
- H. A new member is one who has never held membership in FCE. Dues for new members will be accepted anytime during the year, and shall be forwarded to the KAFCE treasurer upon receipt.

SECTION 2 – Budget

- A. A proposed budget shall be submitted by the budget committee to the Board of Directors at the session preceding the annual business meeting for consideration and recommendations.
- B. The recommended budget shall be submitted to the members at the annual business meeting for their vote of approval.
- C. Upon approval by the members voting at the annual business meeting, the budget shall be distributed to the county FCE council presidents by the area directors.
- D. The KAFCE budget may be supported by fundraisers and grants.
- E. From time to time the board of directors may amend the current budget after considering recommendations of the budget committee.

SECTION 3 – Audit

The financial record shall be reviewed annually by a committee appointed by the President. This committee will report to the Board. The financial records shall be audited by a certified public accountant at the end of each treasurer's term and submitted to the board of directors for approval.

ARTICLE V – OFFICERS

SECTION 1 – Elected Officers

Elected officers shall be a president, a president-elect when applicable, a vice president, a secretary, and a treasurer who shall be elected by eligible voters at the KAFCE annual meeting. Area directors shall be elected by eligible voters in that area.

SECTION 2 – Qualifications

- A. To be eligible for the office of president, president-elect or vice president, a member shall have served on the KAFCE Board of Directors.
- B. To be eligible for the office of secretary, treasurer and area director, a member shall have served on a county council or shall have served on the KAFCE Board of Directors.

SECTION 3 – Term of Office

- A. Officers shall assume their duties on January 1 following their election. No elected officer shall serve more than one term in the same office.
- B. The president-elect shall serve a one-year term followed by a three-year term as president.
- C. The president shall serve a three-year term or until a successor is elected and serve a one year term as past president.
- D. The vice president, secretary and treasurer shall serve a three-year term or until a successor is elected.
- E. Officers shall be elected in accordance with the schedule determined by the board of directors.

SECTION 4 – Vacancy in Office

A vacancy in the office of president-elect shall not be filled. A president shall be elected at the next annual business meeting. A vacancy in any other elective office except president shall be filled by vote of the executive committee.

SECTION 5 - Duties of Officers

Duties of officers shall be those prescribed by the bylaws, the board of directors, and the adopted parliamentary authority. The president shall fulfill such other duties as may be assigned by the board of directors. The president-elect, vice president, secretary, treasurer and area directors shall fulfill other duties as may be assigned by the president or the board of directors

- A. The president shall:
 - 1. Be the chief executive officer and official spokesman of KAFCE.
 - 2. Preside at all KAFCE annual meetings, and board of directors and executive committee meetings.
 - 3. Serve as ex officio member of all committees except the nominating committee.
 - 4. Sign contracts on behalf of KAFCE as directed by the board of directors.
- B. Be authorized to sign checks.
- C. Serve as voting delegate to NAFCE business meetings.
- D. Serve a one-year term as past president.
- E. The president-elect shall:
 - 1. Serve with vote on the executive committee and board of directors.
 - 2. Attend meetings that the president deems necessary to represent KAFCE
- F. The vice president shall:
 - 1. Fill the un-expired term if a vacancy occurs in the office of president.
 - 2. Preside at meetings in the absence of the president.
 - 3. Serve as coordinator of the educational committee.
- G. The secretary shall:
 - 1. Record minutes of all business meetings of KAFCE and the board of directors. Furnish a copy of those minutes to each member of the board and to such other persons as may be designated by the president or board of directors.
 - 2. Record minutes of the executive committee meetings and furnish a copy of those minutes to each member of that committee.
 - 3. Keep a record of all KAFCE Handbook changes and provide a list annually to the board of directors and to such other persons as may be designated by the president or board of directors.

- H. The treasurer shall:
 1. Supervise all funds of KAFCE
 2. Be authorized to sign checks
 3. Serve as chairman of the budget committee
 4. Make a financial report to the board of directors at each meeting and at other times when requested by the president or board of directors.
 5. Submit a written report of the most recent quarterly financial statement to the annual business meeting.
- I. Be bonded for a sum approved by the executive committee for the faithful performance of duty.
- J. Each area director shall:
 1. Serve as moderator of the area council
 2. Coordinate area and district meetings within the area, including District Recognition Days.

ARTICLE VI – NOMINATIONS AND ELECTIONS

SECTION 1 – Nominations

- A. Prior to January 1, each area shall elect one member, and an alternate, to serve on the nominating committee. The president shall appoint a former board member as chairman of the committee. Members of the committee may succeed themselves once.
 1. The nominating committee shall consider the qualifications of all candidates proposed by the membership or by members of the nominating committee. Names shall be submitted to the committee as outlined in the KAFCE Handbook.
 2. The nominating committee shall select at least one nominee for each office with written consent of the nominee to place her/his name on the ballot. The nominee must be present at the annual business meeting. The chairman shall submit the committee report to the spring meeting of the board of directors. The committee report shall be published in the KAFCE NEWS not less than sixty-days prior to the annual business meeting.
- B. Additional nominations may be made from the floor at the annual business meeting. No name shall be placed in nomination without written consent of the nominee. The presiding officer must be notified prior to the opening of the meeting. The person making the nomination shall read the qualifications of the candidate, who must be present. Written qualifications shall be presented to the presiding officer.

SECTION 2 – Election

Election shall be by ballot except where there is only one nominee for an office, in which case the election may be by voice vote.

ARTICLE VII – MEETINGS

SECTION 1 – Annual Business Meeting

An annual business meeting shall be held in conjunction with the annual conference for the purpose of electing officers, receiving reports, and transacting such other business as may properly come before it. The board of directors shall determine the time, place and registration fee for the annual meeting.

SECTION 2- Official Call

The official call of the annual business meeting, giving the time and place of the meeting, shall be published in the KAFCE NEWS at least sixty days prior to the meeting.

SECTION 3 – Voting Body

The voting body of the annual business meeting shall be composed of members in good standing who have paid the required registration fee and are registered as in attendance at the meeting.

SECTION 4- Quorum

The quorum at the business meeting shall be thirty members.

ARTICLE VIII BOARD OF DIRECTORS

SECTION 1 – Composition

- A. The members of the board of directors shall be the president, the president-elect when applicable, the past president when applicable, the vice president, the secretary, the treasurer, and the area directors.
- B. Others notified of the meeting shall be the K-State Research and Extension state advisor or a representative and one liaison from the Kansas Association of Family and Consumer Sciences.
- C. Any member of the National Association for Family and Community Education Board residing in Kansas may be invited to attend KAFCE Board meetings by the president.

SECTION 2 – Duties

The board of directors shall:

- A. Have full power and authority over the affairs of KAFCE between annual business meetings.
- B. Perform such other duties as defined in these bylaws and as directed by the membership in its annual business meeting.
- C. Assemble forms and policies adopted by the board of directors and members at the annual business meeting and other guidelines into a KAFCE Handbook that will be available to members in printed form or electronically.

SECTION 3 – Meetings

- A. Regular: The board of directors shall meet at least twice a year at a time and place determined by the president, with at least fifteen days notice to all members of the board of directors.
- B. Special: Special sessions of the board may be called by the president or by a majority of the board of directors with at least fifteen days notice to all members of the board of directors.

SECTION 4 – Voting

A vote by mail, email, telephone or fax may be taken when necessary. At least five (5) votes must be cast for any action to be taken on an electronic vote. The results of the vote shall be reported as soon as possible by the same method by which the vote was taken. Action taken by electronic communications shall be verified and recorded in the minutes at the next session of the board.

SECTION 5 – Quorum

Five members of the Board of Directors shall constitute a quorum.

ARTICLE IX – EXECUTIVE COMMITTEE

SECTION 1 - Composition

The executive committee shall be the president, the president-elect when applicable, the past president when applicable, the vice president, the secretary and the treasurer.

SECTION 2 – Duties

- A. Have general supervision of the affairs of KAFCE between meetings of the board of directors.
- B. Perform such other duties as defined in these bylaws and the KAFCE Handbook.

SECTION 3 – Meetings

- A. The executive committee shall meet at least twice a year and at the call of the president or at the request of a majority of the executive committee. At least five days prior notice shall be given each member of the committee, except for a meeting the president may call during a session of the board of directors or an annual business meeting.
- B. Meetings may be conducted by telephone conference with twenty-four hours notice.

SECTION 4 – Voting

A vote by mail, email, telephone or fax may be taken when necessary. At least three (3) votes must be cast for any action to be taken on an electronic vote. The results of the vote shall be reported as soon as possible by the same method by which the vote was taken. Action taken by electronic communications shall be verified and recorded in the minutes at the next session of the committee.

SECTION 5 – Quorum

Three members of the executive committee shall constitute a quorum.

ARTICLE X- COMMITTEES

SECTION 1 – Standing Committees

- A. The standing committees of KAFCE shall be budget, education, marketing and conference.
- B. The members of each committee shall be appointed by the president, except as provided by these bylaws.
- C. Commencement of appointment will be determined by the KAFCE Board of Directors.
- D. The members shall assume their duties following their appointment and serve a term of three years or until their successors are appointed.
- E. The president shall be an ex-officio member of all committees except the nominating committee.
- F. No member shall serve as the chairman of more than one standing committee at a time.
- G. Each standing committee shall develop a plan of work and procedures to be approved by the president.

SECTION 2 – Special Committees

Special committees may be created as necessary, by the annual meeting, the board of directors or the executive committee.

SECTION 3 – Duties

Standing and special committees shall fulfill the duties contained in these bylaws and in the KAFCE Handbook and such other duties as may be assigned by the president, board of directors or executive committee.

SECTION 4 – Other Appointed Positions

- A. Appointed positions of KAFCE shall be registrar/historian, parliamentarian, editor, membership list /records, William Allen White Book Selection, and tour coordinator.
- B. Each appointment shall be by the president, except as provided by these bylaws.
- C. Commencement of appointment shall be determined by the board of directors.
- D. An appointee shall assume his/her duties following appointment and shall serve a term of three years or until his/her successors are appointed.
- E. Each appointee shall develop a plan of work and procedures to be approved by the president.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Roberts Rule of Order Newly Revised* shall govern KAFCE in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order KAFCE may adopt.

ARTICLE XII - ACTIVITIES

No part of the net earnings of KAFCE shall enure to the benefit of or be distributed to its members, trustees, officers or other private persons, except that KAFCE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of KAFCE shall be the carrying on of propaganda or otherwise attempting to influence legislation and a KAFCE shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, KAFCE shall not carry on any other activities, not permitted to be carried on by a council exempt from federal income tax under Section 501 (c) (3) and Section 509 (a) (2) of the Internal Revenue Code.

ARTICLE XIII – DISSOLUTION

In case of the dissolution of KAFCE, the Board of Directors shall assign all assets of KAFCE to the National FCE Association to establish scholarship/grants for students, graduate students or FCE members enrolled in a field related to family resource studies, or the assets may be used for educational programming for Kansas FCE members/families.

ARTICLE XIV – AMENDMENT

These bylaws may be amended by two-thirds of the qualified members present and voting at the KAFCE annual business meeting. Notice of a proposed change shall be given at a previous annual business meeting or shall have been sent to all county FCE council presidents and published in the KAFCE NEWS not less than sixty days prior to the date of the KAFCE annual business meeting.

Revised October 18, 2005