

Missouri FCE BYLAWS

Revised 2009

ARTICLE I - Name

The name of the organization shall be the Missouri Association for Family and Community Education, Inc. The term "FCE" or "association" when used hereafter shall be defined to mean the Missouri Association for Family and Community Education.

ARTICLE II - Objectives

The objectives of the association shall be:

1. To study and work in programs and activities which pertain to the best development of family, home and community.
2. To cooperate in programs which benefit the people of the county, state or nation, or that are of international importance.
3. To cooperate and motivate the membership of Family and Community Education clubs in building educational programs which are relevant to the needs and interests of association members.
- *4. To strengthen and develop the organizational leadership at county and state level, and to own property, both real and personal, to mortgage, pledge or give security for the borrowing of money; and to do all things necessary and proper to promote the purpose of this corporation.
5. To function as a nonprofit organization as defined under Section 501 (c) 3 of the Internal Revenue Code.

ARTICLE III - Membership

Section 1. Membership

Membership in the Missouri Association for Family and Community Education shall be open to all in accordance with the federal nondiscriminatory laws.

Section 2. Classification

Membership shall be divided into six categories:

- a. Regular members shall be individuals who pay dues to the state/national associations through an affiliated county association.
- b. Associate members shall be individuals who pay state/national dues directly to the state association.
- c. Senior members shall be an optional membership for a member 80 years or older and who shall pay national and state dues discounted 20% through the state organization.
- d. Family members shall be a family having the same address and pay state and national dues.
- e. Honorary members shall be persons recognized in their field of endeavor who give unlimited time and talent in the interest of this association and shall have supported the objectives of this association. They must meet the above qualifications and have unanimous approval of the board.
- f. Futures
 1. A child between the ages of birth to eighteen, residing with an FCE member shall pay 1/2 of state dues, and shall not receive *The Messenger*.
 2. Any child between the ages of birth to eighteen shall pay full state dues and receive *The Messenger*.

*An Asterisk placed beside a statement means this item cannot be changed because of the necessary inclusion for the corporation papers.

ARTICLE IV – Districts

The state shall be divided into six (6) geographic districts. They shall be referred to as:

- | | | |
|------------------|-------------------|--|
| Northwest | Northeast | |
| Central | East Central | |
| Southwest | Southeast | |
| Odd Years | Even Years | (regarding district responsibilities.) |

ARTICLE V - Officers, Elections, Duties

Section 1. Officers.

The officers of this association shall be president, president-elect (when applicable), vice-president for program, vice-president for public policy, secretary and treasurer, six district directors and young families coordinator. The president-elect automatically becomes president.

Section 2. Method of Nominating and Electing:

- a. A candidate, with the exception of the president-elect shall be serving or have previously served as an elected or appointed officer of her/his county or club or shall have served a term of office on the state board.
- b. A candidate for the office of president-elect shall have served a term of office on the state board.
- c. A candidate for the office of treasurer shall be eligible for bonding, knowledgeable in accounting and record keeping, familiar with long and short term investment, and competent in typing and/or keyboarding skills.
- c. Secretary and treasurer may have the privilege of one re-election. No member shall be eligible to serve more than two terms in the same office. President, president-elect and the vice-presidents shall be limited to one term of office.
- d. A candidate shall be nominated for no more than one office at the same election.
- e. Nominations shall be made by a nominating committee consisting of three representatives appointed by the district directors of even numbered districts in even years and odd-numbered districts in odd years. An executive board member appointed by the president shall serve as chairman. The committee shall present two names if possible for each office to be filled. It shall report the slate of candidates to the executive board at the next board meeting. The slate of candidates and their credentials shall be made available to the district directors and county council presidents one month prior to the annual conference.⁽⁹⁻⁰⁹⁾ Nominees will be requested to attend the annual conference at their own expense. A voting delegate may make additional nominations from the floor at the annual meeting provided credentials are presented to the nominating committee chairman prior to the start of the business meeting.⁽⁹⁻⁰⁹⁾
- f. Election shall be by written ballot. A majority vote shall constitute an election. 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 and the voting continues.
 - 1. Exception shall be when there is only one candidate; the president may offer a choice of: a written ballot, a voice vote, or declare the nominee is elected by acclamation. ⁽⁹⁻⁰⁹⁾
- g. The officers shall be elected according to the rotation chart.

- h. District Directors shall be elected by the county council presidents of their districts at the Spring District meetings. Candidates shall submit resumes to the district director preceding the election. Elections shall be held according to the rotation chart. A director shall serve for a term of three years with the privilege of one re-election. A vacancy shall be filled by appointment of the president with the approval of the executive board and shall serve until one shall be elected.

Section 3. Term of Office

Officers, with the exception of the president-elect, shall serve for a term of three years or until their successors are elected. The president-elect shall serve for one year followed by a three-year term as president. Newly elected officers shall take office on January 1 following the district meeting or annual conference at which they are elected.

A vacancy shall be filled for the remainder of the term by appointment of the president with approval of the members of the executive board.

Section 4. Duties of the President shall be:

- To preside at business meetings of the association and executive board.
- To appoint educational chairmen or committee members for a term of three years subject to the approval of the executive board.
- To appoint all special committees and chairmen needed to carry on the work of the association.
- To assign such duties to the vice presidents and executive board as will aid in performing the work of the office of the president.
- To be an ex-officio member of all committees with the exception of the nominating committee.
- To submit a report to the state council at the annual conference.
- To perform such duties as are prescribed in these bylaws and by the parliamentary authority adopted by the association.

Section 5. Duties of the President-elect shall be:

- To serve as chairman of designated projects.
- To assist the president, as delegated, with any assigned responsibilities.
- To become fully aware of the responsibilities of the office of the president.
- To serve in the absence of the president.

Section 6. Duties of the Vice-President for Program shall be:

- To serve as an aide to the president in all assigned duties.
- To serve as chairman of the educational program committees.
- To serve as chairman of district meetings.
- To serve as chairman of membership.
- To serve as chairman of the committee to prepare Education and Action displays and reports to national.

Section 7. Duties of Vice-President for Public Policy shall be:

- To serve as chairman of annual conference.
- To serve in the absence of the president in the years there is no president-elect.
- To serve as chairman of Family Community Leadership.
- To serve as chairman of Public Policy.
- To serve as chairman of the committee to prepare Leadership display and report to national.

Section 8. Duties of the Secretary shall be:

- To keep records of all meetings of the association and the executive board. These minutes shall be distributed within thirty (30) days after the meetings.
- To perform any secretarial duties as assigned by the president and/or the executive board.
- To prepare voting cards and ballots for the annual state meeting.
- To act as historian of the organization by keeping minutes and all important papers of the office in a permanent file to be passed on to the next secretary; to make copies for the president's file; and to make copies to be deposited in the Western Historical Manuscript Collection located on the campus of the University of Missouri, Columbia.

Section 9. Duties of the Treasurer shall be:

- To attend to necessary procedure for securing sufficient bond in the name of this office.
- To receive and keep records of all funds of the association and deposit them in a depository approved by the executive board.
- To pay authorized expenses of the association upon written order from the president.
- To present a statement of accounts at all meetings of the board and at such other times as the president shall request.
- To make a full report at the business meeting of the annual conference.
- To serve as chairman of the budget committee.
- To prepare necessary forms for county councils so that all special monies and donations may be paid.
- To have books reviewed.
 - a. A review shall be done annually by a committee appointed by the president except the year of the Certified Public Accountant's review.
 - b. A Certified Public Accountant will do a special report audit at the conclusion, vacancy or resignation of office of treasurer.

Section 10. Duties of the District Director shall be:

- To serve as director of a district on the executive board.
- To be responsible for planning and coordinating the Spring and Fall District Meetings.
- To be responsible for all the district funds.
- To submit a financial report by June 30 and December 31 with receipts attached to the state treasurer.
- To report at each board meeting to the executive board the activities and plans of work of their district.
- To convey to the board the report and suggestions of the county council presidents.
- To report to the district plans and recommendations on programs and policies of the state board.
- To appoint a representative from the district to serve on the state nominating committee.
- To appoint a teller from the district, approved by the president, to serve at the annual conference business session.
- To serve on an educational committee(s) as appointed by the president.

Section 11. Duties of Young Families Coordinator

- To serve as a member of the Education Committee.
- To represent the interest and concerns of young families.
- To plan and coordinate programs at the annual conference as assigned by the president.
- To attend meetings of the FCE board.
- To encourage, receive and consider recommendations from FCE members.
- To provide information, resources and/or direction to counties based on the goals and objectives of the education committee.

ARTICLE VI - State Board, Executive Board and Executive Committee

Section 1. Membership

- a. The state board** shall consist of the president, president-elect (when applicable), vice-president for program, vice-president for public policy, secretary, treasurer, the 6 district directors, young families coordinator and special appointments. The immediate past president shall serve as an advisory member without vote for the succeeding year.
- b. The executive board** shall consist of the president, president-elect (when applicable), vice-president for program, vice-president for public policy, secretary, treasurer, six district directors and young families coordinator.

***The executive board is declared to be the board of directors of the corporation. They are one and the same.**

- c. The executive committee** shall consist of the president, president-elect (when applicable), vice-presidents, secretary and treasurer. Emergency decisions may be made by the executive committee.

Section 2. Duties

- To transact any business of the association at the annual meeting and at any meeting called by the president.
- To develop the policies of the association which are subject to the approval of the voting delegates at the annual meeting.
- To develop plans for reaching the objectives of the association.
- To coordinate plans for the annual conference.
- To approve the committee chairmen recommended for appointment by the president.
- To approve the president's appointment of persons to complete an unexpired term of any vacancy which may occur among the offices.
- To aid in the orderly transition and to insure proper continuity of FCE business, officers shall submit to successor all material pertinent to procedures, duties, responsibilities of office, finances, etc. at the November Board meeting. Office equipment, year-end accounts, etc. should be transferred by December 31, except for the treasurer who shall work with the new treasurer and shall have transferred all monies, financial records, materials, etc. by April 1.

Section 3. Meetings

The executive board shall hold one business meeting immediately prior to the annual conference. It shall hold at least two planning meetings at the discretion of the executive board.

- a.** A vote of the MAFCE Board and/or Executive Committee may be taken by mail, telephone, fax, or E-Mail or any combination of these and such vote shall have the force and effect of a vote taken at a meeting. The results of the vote shall be reported as soon as possible by the same method by which the vote was taken. Action by electronic communications shall be verified and recorded in the minutes at the next session of the Board or Executive Committee.

ARTICLE VII. State Educational Committees

Section 1. Committees

Committees shall constitute those named by the National Association for FCE with state additions or changes as merited.

Section 2. Chairmen

The chairman of an educational committee shall be appointed by the president with the approval of the board. A chairman shall serve for a term of three years and may be reappointed for one additional term.

Section 3. Duties

- To work with assigned state committee on state level projects.
- To report to the executive board, activities and plans of work for the designated committees.
- To assist in the annual conferences as assigned or requested by the president or the officers.
- To submit a report of accomplishments for the period of January 1 through December 31 to the state president, HES program consultant, vice-president for program, and NAFCE chairman by the designated date set by NAFCE. Retain a copy.
- To aid in the orderly transition and to insure proper continuity of educational programs, chairmen shall have files, program materials, etc. ready to submit to incoming chairmen at the November board meeting.

ARTICLE VIII - State Council

Section 1. Membership

The elected officers of the association, district directors and presidents of the county councils shall constitute the state council and are entitled to vote.

Section 2. Duties

This body shall:

- Transact all business of the association.
- Act in an advisory capacity and recommend new policies to the association for consideration.

Section 3. Annual Conference

The council shall meet annually to elect officers, implement a suggested program of work, review reports on committee progress, transact business matters of the association, and become acquainted with local council leaders and programs.

Each delegate and member shall pay a registration fee as deemed necessary. A registration fee shall not be required of honorary members or invited members of the press. Non-members may attend upon payment of a non-member registration fee and shall not have privileges of the floor.

The voting delegates shall be the executive board members and the presidents of county councils or a seated delegate from that county.

Seated delegates shall constitute a quorum.

District business meetings shall be a part of the annual conference.

ARTICLE IX - Financial Matters

Section 1. Annual Dues

- a. Regular or Associate member dues shall be \$24.00 (State \$5.00; National \$19.00)(2010)
- b. Senior (80 years or older) member dues shall be discounted 20% or \$19.80 (State \$4.00; National \$15.80) (2010)
- c. Family Membership dues shall be \$34.00 (State \$7.50; National \$26.50) (2010)
- d. Honorary Members dues shall be waived.
- e. Futures: 1. A child member residing with an FCE member dues shall be \$2.50; any child member dues shall be \$5.00.

Dues are payable September 1, delinquent November 1 and must be postmarked by October 31. In order for counties to be affiliated with Missouri FCE, state and national dues shall be paid on all members. No partial payment by county affiliates shall be accepted. Dues shall be paid to the Missouri FCE Treasurer. A complete list of members and their addresses shall be provided with club and county enrollment forms and with payment of state/national dues. Counties delinquent with dues shall be assessed a \$5.00 penalty and shall lose all privileges of membership until dues and penalty are paid.

Section 2. Club/County Council

A minimum of three (3) members paying state and national dues shall constitute an FCE Club or County Council. A club or council shall not have members who do not pay state and national dues.

Section 3. Expense Allowances

All expenses of the president incurred in the pursuance of that office shall be paid by the treasurer upon receipt of an itemized bill within the limits of the budget. This includes attendance at ACWW Triennial Conference.

The expenses of all delegates, as authorized by the president, to meetings of interest to the total organization shall be paid. These shall be designated within the limits of the budget. A receipt of an itemized bill will merit approval by the president and will be acted upon accordingly.

Postage, printed materials, copies of phone bills and other expenses incurred for the operation and promotion of the association shall be paid upon receipt of a voucher with itemized expenses and receipts attached and approved by the president. Receipts shall be kept on file with the treasurer's books.

Section 4. Corporation Provisions

- a. In case of dissolution of the Missouri Association for Family and Community Education, Inc. (MAFCE) the MAFCE Board shall assign all assets of the association to the Missouri Foundation for Family and Community Education (MFFCE).
- b. MAFCE, Inc. shall issue no shares of stock and shall divide no dividends or profits among its members.

ARTICLE X - Calendar Year

Clubs, counties and the association shall share a common calendar year: January 1 through December 31.

ARTICLE XI - Parliamentary Authority

The rules contained in "Robert's Rules of Order Newly Revised" shall govern this organization in all cases to which they are applicable in which they are not inconsistent with these bylaws.

ARTICLE XII - Amendments

These bylaws shall be reviewed at least once during a president's term. These bylaws shall be amended at the annual meeting of the Missouri Association for Family and Community Education, Inc. by two-thirds vote, provided that notice of such amendment(s) have been submitted in writing to the county councils at least one month prior to the annual meeting.

ROTATION CHART

OFFICE	TERM OF OFFICE	JAN 1 - DEC 31
GROUP I		GROUP III
President- elect becomes President		President-elect
VP for Program		VP for Public Policy
Young Families Coordinator		Northwest Director
Central Director		Northeast Director
Southeast Director		
GROUP II		
Secretary		
Treasurer		
East Central Director		
Southwest Director		

GLOSSARY OF TERMS

EXECUTIVE BOARD - president, president-elect, vice-president for program, vice-president for public policy, secretary, treasurer, six (6) district directors, and young families coordinator.

EXECUTIVE COMMITTEE - president, president-elect, vice-president for program, vice-president for public policy, secretary and treasurer.

STATE BOARD - president, president-elect, vice-president for program, vice-president for public policy, secretary, treasurer, the six (6) district directors, young families coordinator and special appointments.

STATE COUNCIL - president, president-elect, vice-president for program, vice-president for public policy, secretary, treasurer, (6) district directors, young families coordinator, county council presidents (voting delegates present at annual conference).

Standing Rules

1. All Members of State Board shall:

- a. Be governed by the bylaws.
- b. Accept the responsibilities and risks, except as defined in bylaws and standing rules, submit to successor a file containing all material pertinent to procedures, duties and responsibilities of office at the November Board Meeting.
- c. Make no commitments concerning the work of the association without the approval of the president.
- d. Be evaluated for dismissal by the executive board for non-performance of duties.
- e. Notify the president at least 48 hours before the meeting date if unable to attend. Unless there is a last minute emergency the board member not reporting inability to attend will receive a bill for food and housing for which the board is obligated.

2. The Immediate Past President (Advisor) shall:

- a. Be the advisor to the president.
- b. Be available to the president for consultation and/or advise upon the request of the president.
- c. Attend board meetings as deemed necessary by the president.

3. The District Director shall:

- a. Serve as director of a district on the executive board.
- b. Coordinate plans and preside over district meetings.
- c. State President shall attend and be responsible for morning program at Spring District Meeting. A District Director shall be elected at this meeting using the method of nominating and electing as described in the MAFCE Bylaws.
- d. Coordinate plans and preside over Fall District Meeting.
- e. Receive funds from the former District Director. Deposit in an account designated as the District Bank Account in a bank convenient for you. When opening the account the bank will want a corporate resolution and copy of exemption letter. Letter of tax exemption may be used only for purchases for FCE. Two names must appear on the district account, the director and a current board member.
- f. Reconcile the bank statement monthly.
- g. Have all registrations for the Spring and Fall Meetings sent directly to you. Have checks made payable to MAFCE (your district) i.e. MAFCE Southwest District.
- h. As a guide, charge the actual cost of the meal and add \$1.50 (or the amount agreed upon within the district). This is to cover district expenses such as gas (not mileage), postage, phone, printing costs, rent of facilities, etc.
- i. Keep all collections of money recorded separately (i.e. registration, FCE sales items, silent auction, Pennies for Friendship, etc.)
- j. Send a detailed income and disbursement statement of district funds with receipts attached to the State Treasurer June 30 and December 31. The amount in each district account will be included in the State Treasurer's report at annual conference.
- k. Keep the county councils informed about the state association business. This may be in the form of articles in *The Messenger* or personal communications to the presidents of county councils.
- l. In the event of co-directors, the State board will allow expenses for one director to attend all meetings as required, and only one vote is allowed per district, though both may attend meeting.

(10-08)

4. The Educational Committee Chairman shall:

- a. Be appointed as needed, by the president with board approval for a term of three years.
 - Health Issues
 - Home and Community Environment
 - International
 - Leadership Skills
 - Youth Education
- b. Serve as a resource person for county chairmen and work with them in coordinating ideas and program suggestions.
- c. Plan and conduct workshops, conferences and other assignments authorized by the executive board.
- d. Report plans of work and educational activities to the executive board at each board meeting (submit 5 copies).
- e. Solicit information from county chairmen for use in *The Messenger* and for annual state summary report.

- f. If requested by the president, compile a state report/display on program of work according to suggested criteria and submit to National FCE Headquarters for awards.
- g. Prepare "Certificates of Award" for each educational category to be presented at state annual conference.
- h. Prepare a brief report for annual conference if requested to do so by the executive board.

5. Special Projects

- a. Annual Conference Scholarship
- b. Family Community Leadership
- c. Chorus
- d. Child Advocacy Day
- e. Annual Conference Showcase and Hospitality Room

6. The Policy and Procedure Book shall:

- a. Serve as a guide for the membership of the association.
- b. Contain association bylaws, standing rules and other pertinent information.
- c. Be printed at least once during the president's term of office.
- d. Be revised when deemed necessary.

7. The Messenger shall be the official newspaper.

8. Properties:

The state president shall be responsible for the association properties during her/his term of office. The properties shall be transferred to successor according to Article VI, Section 2 of the bylaws.

- a. the president's pin (see #14)
- b. copy machine
- c. fax machines (3)
- d. state song (see #9)
- e. Missouri State Flag
- f. official stationery (see #10)
- g. official seal (historical item)
- h. historical materials
- i. computer software
- j. History Books- the MAFCE History Books may be given away at the direction of the state board. (9-09)

9. State Song

The official state song is "Be a Neighbor." The music was written by Mrs. Belford Jackson, and the words were written by Mrs. William Swisher, both of Johnson County.

10. Stationery

Official stationery shall be made available by the president for the state board members.

11. Financial Reimbursement to the State Board

- a. For reimbursement, a board member shall submit a voucher with itemized expenses and substantiating receipts attached to the president for approval at or prior to the board meeting following the incurring and/or payment of the expense. After approval, the president shall give to the treasurer for payment. No reimbursement will be made if expense voucher is not submitted by March 1 of following year. This is for state expenses, not district.
- b. A maximum travel expense by air shall be round trip tourist class plane fare.

- c. Twenty-five cents per mile will be allowed for trips by car. (9-09)
(subject to change by executive board.)
- d. Meals are limited to \$20.00 per day (board meals are usually together)
- e. Arrangements for lodging are made by the president and paid by the treasurer
- f. MAFCE will reimburse/pay motel rate for board members driving three or more hours the day/night before to attend board planning meeting. (3/08)
- g. Emergency telephone calls shall be paid, if approved by the president.
- h. County councils who invite members of the executive board to their meetings shall be responsible for their expenses.

12. Candidates for State Board Officers:

- a. The county submitting the name of the candidate shall send two copies of the qualifications; one to the chairman of the nominating committee and the second one to the secretary of the association.
- b. A letter of recommendation from the county council shall accompany the qualifications of the candidate.
- c. A voting delegate wishing to make a nomination from the floor shall provide the nominating committee chairman with a copy of qualifications of the candidate prior to the start of the business meeting.
- d. The nominating committee chairman shall make a list of individuals qualifying for offices to be kept on file by the secretary.
- e. In the event that an officer is unable to complete a term of office due to sufficient cause, they may be relected. An officer who has served more than half of a term (19 months) is considered to have served a full term (see RONR-Principles Applying to Holding of Office).
- f. A past president may be elected or appointed to any office on the state board after one term of office has elapsed.

13. Annual Conference

- a. The president shall instruct the chairman of the tellers to report the number of votes cast for individual candidates to the president for declaration of the winner, to the secretary for inclusion in the official records, and to the general assembly upon request.
- b. Acknowledgment shall be given to each past board member attending annual conference.
- c. The official educational award certificates shall be restricted to the use of state educational chairman.
- d. At the closing ceremonies of the annual conference, the retiring president shall present the official president's pin to the incoming president. The incoming president shall then present the retiring president with an official past president's pin.

14. Past President's Pin

- a. The official past president's pin shall be crafted using the official mold which is located at "Reed and Son Jewelry" in Sedalia, MO.
- b. The mold shall be the property of MAFCE, Inc. and is to be used solely for the outgoing presidents' pin.
- c. The treasurer shall be responsible for having the pin made and bringing it to annual conference.
- d. Due to the price of gold, there will be a contribution to the Missouri Foundation for Family and Community Education (MFFCE) for a stone in the past president's Oak Tree Pin in lieu of a past President's pin beginning with outgoing President Lynn Maples. (9-09)

