

**TENNESSEE ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION  
WESTERN REGION BYLAWS**

Adopted, April 1, 1982  
Amended, August 1, 1985  
Amended, August 4, 1986  
Amended, August 3, 1987  
Amended, August 1, 1988  
Amended, July 31, 1989  
Amended, July 20, 1992  
Amended, March 16, 1995; Corresponding Changes, December 10, 1996  
Corresponding Changes, January 1, 1998  
Amended, July 31, 2000; Corresponding Changes, November 27, 2001  
Amended, July 29, 2002; Corresponding Changes, November 9, 2004  
Amended, August 1, 2005  
Amended, August 7, 2006; Corresponding Changes, November 27, 2007  
Amended, July 27, 2009; Corresponding Changes, November 10, 2009  
Amended, July 27, 2011  
Amended, August 6, 2013; Corresponding Changes, August 9, 2013  
Amended, August 9, 2022; Corresponding Changes, April 17, 2023

**ARTICLE I. NAME**

The name of this organization shall be the Tennessee Association for Family and Community Education, Western Region. TAFCE Western Region, when used herein after, shall be defined to mean the Tennessee Association for Family and Community Education, Western Region.

**ARTICLE II. OBJECTIVES**

The objectives of TAFCE Western Region shall be:

- A. To bind together the TAFCE County Councils and TAFCE Western Region in educational programs and activities that promote 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 The University of Tennessee Extension, USDA and the local county government;
- C. To provide opportunity for TAFCE Western Region members cooperating in UT Extension Family and Consumer Sciences educational programs to pool their judgment and experience for the progressive improvement of home and community life;
- D. To offer a means by which TAFCE Western Region members, in cooperation with UT Extension, may interpret and promote educational and citizenship programs of local, state, national and international importance in the preservation of the American home, and provide opportunities for better understanding throughout the world;
- E. To promote family strengths and leadership development.

**ARTICLE III. MEMBERSHIP**

- A. The membership of TAFCE Western Region shall be composed of members of the TAFCE local clubs. TAFCE does not discriminate by sex, race, color, age, disability, religion, national origin, or veteran status.
- B. Members of any organized FCE club in the Western Region shall support to these bylaws and pay annual membership dues, including local, county, region, and state.
- C. Honorary membership for life may be granted to any person who has made an outstanding contribution to TAFCE Western Region. Honorary members shall be recommended by a county council and approved by the TAFCE Western Region Board. No dues shall be required. Honorary members are ineligible to vote.

## **ARTICLE IV. OFFICERS, ELECTIONS AND DUTIES**

### Section I. Officers

The TAFCE Western Region officers shall be the President, President-elect (when applicable), Vice President for Programs, Vice President for Public Policy, Secretary and Treasurer. The Parliamentarian shall serve as an ex-officio officer.

### Section II. Election

- A. The election of the President, Vice President for Public Policy, and Treasurer shall be at the annual meeting in the odd years. These officers shall assume their duties after being installed at TAFCE Conference Western Region Breakfast.
- B. The election of the President-elect, Vice President for Programs, and Secretary shall be at the annual meeting in the even years. These officers shall assume their duties after being installed at TAFCE Conference Western Region Breakfast.
- C. All officers shall serve a two-year term, or until their successors are elected and installed, with the exception of the President-elect who shall serve only a one-year term.
- D. A parliamentarian shall be appointed by the Board to serve a minimum of two years.
- E. All officers may be elected to the same office for a second term.
- F. Nominations shall be made by the Nominating Committee. The Vice President for Programs shall serve as Chair. Any candidate for office must be a member in good standing of TAFCE Western Region. Before being nominated, any candidate for office must give written consent to serve if elected. Qualification must reach the Nominating Committee 30 days prior to the day of election. Eligibility shall be determined by the Nominating Committee. All nominees must be present for election (with the exception of an extreme emergency). The Nominating Committee may present, prior to the business session at which the election will be held, two or more names for each office to be filled, unless there is only one candidate. The Vice President for Programs must give the qualifications for all members being nominated for office to the Secretary for filing prior to the business session at which the election shall be held.
- G. Additional nominations for any office may be made at the annual meeting by a voting delegate. The voting delegate must submit the candidate's written consent to serve, and a written certification by the candidate's county council board that the candidate is qualified to serve in the position for which nominated. If nominations are made from the floor, the candidate's qualifications and written consent to serve must be presented to the Nominating Committee Chair (or appointee from the Nominating Committee) by the

person making the nomination prior to the opening of the meeting at which time the election occurs.

- H. Elections shall be by written ballot at the annual meeting unless there is only one candidate for the office. A majority vote of the voting delegates is required for an election to an office. The Vice President for Programs shall appoint three non-voting TAFCE Western Region members to count ballots. Those appointed to count votes cannot be candidates for office.
- I. Other officers and committee chairs necessary for TAFCE Western Region shall be appointed by the President and approved by the Board. If the appointed officer, committee chair or committee member fails to attend meetings and fulfill the duties of the office without adequate reason, the President shall appoint a successor for the specific vacancy.
- J. If any officer resigns or cannot serve out the term of office, the Board shall appoint a TAFCE Western Region member to serve out the term.
- K. No person may hold more than one office or Education Chair, either elected or appointed, at the Western Region level.
- L. All officers must submit to their successors all materials pertinent to procedures, duties and responsibilities of that office.
- M. A candidate may be nominated for only one office in the same election.
- N. The Western Region shall provide the candidate(s) for the office of TAFCE President-elect on the State's rotation basis.
- O. A Board appointed president may seek election to an elected term, and a second term according to Article IV, Section II item E.

### Section III. Qualifications

- A. A candidate for President and President-elect must have served on a TAFCE Region Board, in an elected office or as an Education Chair.
- B. A candidate for Vice President for Programs, Vice President for Public Policy, Secretary and Treasurer must be a present or past County Council officer, or have served on a TAFCE or Region Board.
- C. A candidate for Secretary should understand the importance of preserving the official records of TAFCE Western Region, have the ability to write minutes, and provide a safe repository for official records.
- D. A candidate for Treasurer shall be eligible for bonding, and shall be knowledgeable of bookkeeping.

### Section IV. Duties

- A. The duties of the President shall be to:
  - 1. Preside at all meetings of TAFCE Western Region and the TAFCE Western Region Board;
  - 2. Serve as TAFCE Western Region's official representative;
  - 3. Appoint, subject to Board approval, special committees and committee chairs needed to carry on the business of TAFCE Western Region;
  - 4. Report to the membership at the annual meeting;
  - 5. Serve as an ex-officio member of all committees with the exception of the Nominating Committee;

6. Submit reports to the TAFCE Board as requested;
  7. Perform all acts and duties usually performed by an executive and presiding officer;
  8. Perform other duties as are prescribed in these bylaws and by the parliamentary authority adopted by TAFCE Western Region;
  9. Perform the following duties on the TAFCE Board:
    - a. Represent the Western Region at all State meetings, and have copies of the Western Region Directory of County and Region Officers prepared for the January TAFCE Board meeting;
    - b. Keep the Western Region membership informed of all business, programs, projects and activities of the State;
    - c. Be prepared to give an oral report if requested by the TAFCE President;
    - d. Serve as Chair of TAFCE Conference the year Western Region is the host region;
  10. Serve as advisor to the TAFCE Western Region Board for one year after leaving office.
- B. The duties of the President-elect shall be to:
1. Prepare for the office of President;
  2. Assist the President and perform all assigned duties during the one-year term of office;
  3. Serve with vote on the TAFCE Western Region Board;
  4. Attend the post board meeting of TAFCE at the State Conference.
- C. The duties of the Vice President for Programs shall be to:
1. Direct the activities of the Education Committee;
  2. Serve as Chair of the Nominating Committee;
  3. Assist the President in any other assigned duties;
  4. Perform the duties of President in the event of the resignation, disability or death of the President until the next meeting of the Board;
  5. Serve as Chair for the Creative Writing Program.
- D. The duties of the Vice President for Public Policy shall be to:
1. Coordinate the Family Community Leadership Program (FCL), and assist in promoting and strengthening FCL;
  2. Serve as Chair of the Certified Volunteer Units Program (CVU) and the Best of the Best contest;
  3. Work in cooperation with the Treasurer to see that the books are reviewed and/or audited every two years. This review and/or audit shall be conducted as soon as the outgoing Treasurer has completed the records for the year. The results of the review and/or audit shall be documented, and the report shall be signed by the person making the review and/or audit. The review and/or audit shall be filed as a permanent part of the financial records. The Board reserves the right to require additional reviews and/or audits as deemed necessary;
  4. Perform the duties of President in the event of the resignation, disability or death of the President and the Vice President for Programs until the next meeting of the Board;
  5. Coordinate public relations activities for TAFCE Western Region.
- E. The duties of the Secretary shall be to:

1. Keep a complete record of all meetings of TAFCE Western Region and the Board, and distribute the minutes to the Board within 30 days of the close of the meeting;
  2. Have a general charge and supervision of the books and records of TAFCE Western Region;
  3. Perform any other secretarial duties as assigned by the President and/or Board;
  4. Sign papers pertaining to TAFCE Western Region as authorized or directed to sign by the Board;
  5. Send all notices required by these bylaws;
  6. Make a full report of all matters and business pertaining to the office as required by the Board.
- F. The duties of the Treasurer shall be to:
1. Provide detailed ledger and computer generated reports;
  2. Receive and keep records of all TAFCE Western Region funds;
  3. Pay all authorized expenses;
  4. Make a full report of all matters and business pertaining to this office at the annual meeting and each Board meeting;
  5. Perform such other duties as may be prescribed by the Board;
  6. Work in cooperation with the Vice President for Public Policy to arrange for review and/or audit of the books biannually;
  7. Serve as Chair of the Finance Committee;
  8. File a complete year end fiscal report (January 1—December 31) each year.

#### Section V. Bonds

The TAFCE Western Region Board may require the officers, agents or employees to furnish adequate bonds. The cost of such bonds shall be paid by TAFCE Western Region.

### **ARTICLE V. BOARD**

#### Section I. Responsibilities

The TAFCE Western Region Board shall manage the business, property and responsibilities of TAFCE Western Region.

#### Section II. Composition

The Board shall consist of the President, President-elect (when applicable), Vice President for Programs, Vice President for Public Policy, Secretary, Treasurer, Education Committee, and the Conference Coordinator when appointed by the Board to serve during the year preceding and the year of TAFCE Conference hosted by Western Region.

Ex-officio members shall be the immediate Past President Advisor for one year, Parliamentarian, and representatives of The University of Tennessee Extension. Ex-officio members are advisors and have no vote.

#### Section III. Duties

- A. The duties of the TAFCE Western Region Board shall be to:
1. Transact any business of TAFCE Western Region;

2. Carry out duties within the bylaws;
  3. Give leadership to planning and implementing all activities of TAFCE Western Region;
  4. Approve chairs of committees appointed by the President;
  5. Make plans for the annual meeting;
  6. Appoint a successor to fill the unexpired term of any officer whose successor is not specified in the bylaws;
  7. Submit to the successor all materials pertinent to procedures, duties and responsibilities.
- B. The Board may transact any emergency business of TAFCE Western Region arising between meetings by using any type of technology.

#### Section IV. Meetings

- A. The Board shall meet at least semi-annually at a time and place determined by the President/Board.
- B. Special meetings may be called at any time by the President or a majority of the Board.
- C. A simple majority of the members of the Board shall constitute a quorum for the transaction of all business.

#### Section V. Committees

- A. At its discretion, the Board may establish such standing and temporary committees as needed to carry out the objectives of TAFCE Western Region. The Board structure of TAFCE shall be used as a guide.
- B. Committees shall be appointed by the President with Board approval.
- C. The following shall be Standing Committees:
  1. The Finance Committee which shall consist of the Treasurer as Chair and two other TAFCE Western Region members from other counties. The Finance Committee shall prepare a proposed budget based on dues adopted by the membership, and present it to the voting delegates 30 days prior to the annual business meeting;
  2. The Nominating Committee which shall consist of the Vice President for Programs as Chair and two other TAFCE Western Region members from other counties;
  3. The Bylaws Committee which shall consist of the Vice President for Public Policy as Chair and two other TAFCE Western Region members from other counties.
- D. Chairs of special committees shall be appointed by the President with Board approval, and shall:
  1. Attend, without a vote, Board meetings at the request of the President;
  2. Provide the President with a written report and, if necessary, an oral report.

### **ARTICLE VI. EDUCATION COMMITTEE**

#### Section I. Work Areas

The work areas for the Education Committee shall be Cultural Arts, Fashion Revue, Creative Writing, Technology, Family Issues, Membership, and Community Involvement.

## Section II. Duties

The duties of the Education Committee shall be to:

- A. Establish communications and keep County Education Committees informed on programs planned for the Region and State;
- B. Serve on the Board with a vote;
- C. Coordinate Membership activities for TAFCE Western Region;
- D. Submit to their successor all materials pertinent to procedures, duties and responsibilities of the office;
- E. Coordinate the Cultural Arts exhibit, working with County Chairs, and submit entry information to the State competition;
- F. Coordinate the Fashion Revue, working with County Chairs, and submit entry information to the State competition.

## Section III. Composition

Four Education Chairs shall be appointed by the President with Board approval for a two year term in the following areas:

- A. Two shall serve on Cultural Arts, rotating off in different years to leave an experienced Chair in Cultural Arts;
- B. Two shall serve on Fashion Revue, rotating off in different years to leave an experienced Chair in Fashion Revue.

## **ARTICLE VII. MEETINGS**

### Section I. Annual Meeting

The annual meeting shall be held on the Tuesday which falls closest to August 1, at the place designated by the Board.

### Section II. Special Meetings

A special meeting of the members may be called at any time by the President or by a majority of the Board. The President shall call a special meeting within 60 days after receipt of a written request signed by 10 percent of the members in good standing.

### Section III. Voting Delegates

The voting delegates shall be the TAFCE Western Region Board, and the Presidents of the TAFCE Western Region County Councils, or a designated representative from the County. All voting delegates must be verified by the TAFCE Western Region Treasurer and/or a credentials committee. If a county does not have a voting delegate present at the annual meeting, that county will not have a vote.

### Section IV. Notice of Meetings

The Secretary shall send notices of the time and place of any meeting of the membership to the TAFCE Western Region County Council Presidents at least 30 days prior to the meeting. Each County Council President shall then notify the county membership. The notice of a special meeting shall also state the purpose of such meeting; no other business may be transacted.

## Section V. Quorum

Ten percent of the voting delegates shall constitute a quorum at any meeting.

## **ARTICLE VIII. DUES AND FINANCES**

### Section I. Dues

- A. A budget shall be prepared by the Finance Committee based upon the annual dues for each member as set by TAFCE. Dues are payable to the TAFCE Western Region Treasurer by October 1 and delinquent by October 15.
- B. Dues are subject to change by a two-thirds vote of the voting delegates at any State annual or special meeting (Western Region does not have authority to change dues).

### Section II. Reimbursement

Within the limits of the budget and upon receipt of an itemized bill, expenses incurred by officers and the Education Committee, in the pursuance of the office, shall be paid by the Treasurer.

### Section III. Other Financial Matters

In case of dissolution, the TAFCE Western Region Board shall assign all assets of TAFCE Western Region to the thirty-one counties, pro-rated according to the membership of each county.

No dividends or other distributions shall be declared or paid to any member of TAFCE.

## **ARTICLE IX. RESOLUTIONS**

Resolutions may be presented during the annual meeting provided copies of proposed resolutions have been sent to voting delegates 60 days prior to the meeting. The 60 day period may be waived by a two-thirds vote of the voting delegates.

## **ARTICLE X. PARLIAMENTARY AUTHORITY**

The rules contained in the most recent version of *Robert's Rules of Order* shall govern TAFCE Western Region.

## **ARTICLE XI. AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the delegates present at any annual or special meeting of TAFCE Western Region. Notice of the proposed changes shall be included in the meeting notice mailed to the Board and the TAFCE Western Region County Council Presidents.

In the event the components of TAFCE change, TAFCE Western Region shall make corresponding changes. It is the express wish of this association that all such changes are automatic, conforming to TAFCE.