

# **Constitution and Bylaws**

## **Kentucky Extension Association of Family and Consumer Sciences**

### **ARTICLE I Name and Objectives**

**Section A.** The name of this organization shall be Kentucky Extension Association of Family and Consumer Sciences.

**Section B.**

The objectives of this organization are:

1. Promote professional growth and development by:
  - Providing for and recognizing leadership and achievement.
  - Awarding financial support for professional study.
  - Exchanging effective educational methodologies.
  - Encouraging members to conduct research and to use research based information in programming.
2. Prioritize programs that meet current social needs and national concerns affecting families and communities.
3. Communicate present and potential contributions of Extension Educators.
4. Seek support for programs that benefit families/individuals and enhance the profession.
5. Provide Experiences that strengthen the state association.

### **ARTICLE II Membership and Dues**

The Association is committed to the involvement of all its members regardless of race, color, gender, age, religion, national origin, disability, veteran status, or sexual orientation. All members will be encouraged to participate in programs and activities and take leadership roles in the Association, as stated in the affirmative action plan.

The classifications of membership shall be: Active, Associate, Life and Honorary.

**Section A -- Active Member.** Any County or Area Extension Agent, Area Specialist, Agent-at-Large or Extension Associate with a minimum Bachelor's degree in any field doing work related to Family and Consumer Sciences/Home Economics shall be eligible to become an active/voting member upon payment of dues. Membership is without regard to race, color, gender, age, disability or national origin.

**Section B. Associate Member-** Any Extension employee holding a professional appointment and working in the Family and Consumer Sciences/Home Economics program but who does not meet criteria for active membership as stated in Section A may upon payment of the specified annual dues become an associate member of the Association. An associate member is entitled to the rights and privileges of membership but may not vote, hold office, serve on committee, or receive awards and fellowships.

**Section C -- Life Member.** Life membership is open to any former Extension employee who has met the requirements of and been awarded the recognition by NEAFCS; and has paid a one time Kentucky Life Member fee of three times the KEAFCS annual dues. A KEAFCS Life Member is granted the following privileges:

- They may serve on committees (not chairs).
- They shall receive the newsletter at no charge.
- They may attend the annual meeting upon payment of fees.
- They cannot hold office.
- They may receive awards, fellowships and grants.
- They can serve as a voting delegate.

**Section D. Honorary Membership** – Honorary membership shall be granted to select individuals who are distinguished, knowledgeable, and supportive of KEAFCS. The Executive Board shall select individuals for the honor from nominations submitted by KEAFCS members. Nominees must have contributed to and promoted KEAFCS objectives. Honorary members shall not pay dues, hold office, serve on committees, vote, nor receive awards and grants. Honorary members shall receive the KEAFCS newsletter and other correspondence and may attend state annual meeting upon payment of fees.

**Section E.** Dues are to be submitted to the State Treasurer at a date determined by the KEAFCS Board to meet NEAFCS deadlines or as soon as the agent requests membership. Dues will give membership in the State Extension Association of Family and Consumer Sciences and National Extension Association of Family and Consumer Sciences. The State Association will determine the amount of dues. If State and National dues are paid by NEAFCS designated date, the agent is eligible to attend the national meeting of that year.

**Section F.** If for any reason, the Kentucky Extension Association of Family and Consumer Sciences be dissolved, the funds of the Association are to be used for loans to students who are majoring in Human Environmental Sciences at the University of Kentucky.

### **ARTICLE III Officers**

**Section A.** The officers of the Association shall be a President; President Elect/Vice President Professional Development; Vice President Public Affairs; Vice President Member Resources; Vice President Awards and Recognition; Secretary and Treasurer.

**Section B.** The officers of the Association should be elected at the annual meeting of the association. The term of office shall be two (2) years for Vice President Public Affairs, Vice President Member Resources, Vice President Awards and Recognition, Secretary, and Treasurer.

**Section C.** The Vice President Public Affairs and the Secretary will be elected in even years.

**Section D.** The Vice President Awards and Recognition, Vice President Member Resources and the Treasurer will be elected in uneven years.

**Section E.** The President Elect/Vice President Professional Development will be elected each year to serve a one-year term as President Elect and will succeed to the office of President for a one-year term.

**Section F.** To be eligible for office in the Association, one must have served on the KEAFCS Board. Credentials for each candidate for office shall be presented by the chair of the Nominating Committee when the report is given at the annual meeting. In order to be nominated from the floor, credentials must be on file with the Nominating Committee chair by the filing deadline.

**Section G.** Officers shall assume their duties immediately upon adjournment of the annual meeting at which they were elected and installed.

**Section H.** Each Extension area shall have an area President elected within the area. They shall be elected in even years and take office prior to the state annual meeting. The state president shall be notified immediately of the election to fill an unexpired term.

## **ARTICLE IV Executive Board and KEAFCS Board**

**Section A.** The Executive Board shall consist of the President; President Elect/Vice President Professional Development; Vice President Public Affairs; Vice President Member Resources; Vice President Awards and Recognition; Secretary and Treasurer with the President as chair. The Immediate Past President shall serve as an ex-officio member of the Executive Board for one year.

**Section B.** The Executive Board shall meet before the annual meeting, and on call of the President.

**Section C.** The KEAFCS Board's duties to the Association include:

1. Acting in an advisory capacity.
2. Shaping the policies to be adopted by the Membership.
3. Transacting all business.
4. Reporting all action of the Board to the Membership.

**Section D.** The KEAFCS Board shall consist of the seven elected officers, the Area Presidents, and the following Standing Committee Chairs and designated representatives.

1. Nominating
2. Constitution, History, and Policies
3. Retirement and Fringe Benefits
4. Newsletter & Website
5. Past Presidents
6. Pride of Kentucky Educational Endowment Fund
7. Parliamentarian
8. Any KEAFCS member who is currently serving on the NEAFCS Board.

**Section E.** Vacancies of the KEAFCS Board shall be filled as follows:

1. The president with the approval of the Executive Board will appoint an officer for the unexpired term and until an election can be held in the event of an officer vacancy .
2. Chair and Chair-elect vacancies by appointment by the President.
3. Area President vacancy as designated by Area members.

## **ARTICLE V Duties of Officers**

### **Section A. President**

1. Preside at all regular and special meetings.
2. Member ex-officio of every committee except nomination.
3. Member ex-officio of Executive Board for one year following term as president.
4. Appoint committee chair elect as follows: Constitution & History – odd years; retirement and fringe benefit – even years; one member to the Nominating Committee (3 year term) with approval of Executive Board.
5. Serve as official representative of the organization.
6. Prepare required number of copies of State Report as requested by Regional Director for National Extension Association of Family and Consumer Sciences Annual Meeting.
7. Attend Southern Region Workshop.
8. Appoint a Past President to serve as Parliamentarian.
9. Serve as a representative to the Joint Council of Extension Professionals.

11. Serve as member of the Pride of Kentucky Educational Endowment Fund committee.
12. Appoint special committees as needed or directed by the Board.

**Section B. President Elect /Vice President Professional Development**

1. Chair the Professional Development Committee. Committee comprised of Area Vice President Professional Development.
2. Serve as program chair for the annual meeting and present recommendations to the Executive Board.
3. Coordinate annual meeting plans and arrangements with area Vice Presidents Professional Development.
4. Secure appropriate professional development units for annual meeting sessions.
5. Attend the Southern Region Workshop.
6. Serve as representative to the Joint Council of Extension Professionals.
7. Assumes the office of President at the end of term as President-Elect.

**Section C. Vice President Public Affairs**

1. Act in all capacities in the absence or at the request of the President, assume office of President in case of vacancy, and serve on the Executive Board.
2. Coordinate, develop and implement a public affairs action plan for KEAFCS with the Area Vice Presidents Public Affairs i.e. committee.
  - a. Keep members informed on issues and legislative action (state and federal) which affects families and/or Extension funding.
  - b. Attend the Public Policy Issues/Leadership Development Forum in Washington, D.C.
  - c. Encourage members to maintain communication with elected officials (local, state, federal) to keep them informed of Extension Family and Consumer Sciences programming and its results.
  - d. Serve as liaison with related professional associations. i.e. KAFCS, and others as appropriate.
3. Coordinate the Marketing and Public Relations activities of KEAFCS:
  - a. Assume leadership in developing a marketing campaign that would include reporting accomplishments (program and association) to individuals, organizations and agencies at the local, state and federal level.
  - b. Coordinate the acquisition and distribution of appropriate marketing materials.
  - c. To increase awareness of the Cooperative Extension Service programs, work cooperatively with Extension groups and related agencies and organizations.

**Section D. Vice President Member Resources**

- 1.. Chair Member Resources Committee comprised of Area Vice Presidents Member Resources.
- 2.. Work with Treasurer to maintain an accurate membership data base.
3. Coordinate the mentoring program for new members.
4. Develop leadership and encourage active participation of all members.
5. Serve as an oversight committee on diversity and affirmative action affairs.
6. Contact new agents on behalf of KEAFCS, preferably during new agents training.
7. To coordinate honorary membership.
8. Serve on Finance Committee.

**Section E. Vice President Awards and Recognition**

1. Chair Awards and Recognition Committee comprised of Area Vice Presidents Awards And Recognition.
2. Serves as chair of KEAFCS awards/recognition program at annual meeting and prepares awards program booklet.

3. Work with Immediate Past President to recognize Friends of Extension Family and Consumer Sciences Outstanding Leader Award Recipients.
4. Serve as a member of Pride of Kentucky Educational Endowment Fund Committee.
5. Promotes participation in state awards and recognition program and coordinates all activities related to state, regional and national awards selection and recognition
6. Serve on Finance Committee.

#### **Section F. Secretary**

1. Keep accurate minutes (dated and signed) of all meetings of the Association and Board. (Send copy to president.)
2. Attend to correspondence as directed by the Association.
3. Dispense official stationery.
4. Serve as a representative to the Joint Council of Extension Professionals.

#### **Section G Treasurer**

1. Receive money and keep account of funds collected and paid out and prepare financial reports for spring and fall board meetings.
2. Serve as chair of Finance Committee made up of Vice President for Awards and Recognition, Vice President for Member Resources, and Chair of Pride of Kentucky Educational Endowment Fund Committee, whose responsibility is to prepare proposed budget and present to Board and to Association.
3. Supply list of paid members to officers in Kentucky Extension Association of Family and Consumer Sciences as requested.
4. Pay dues to the National Extension Association of Family and Consumer Sciences at times designated by the Association.
5. Serve as a member of the Pride of Kentucky Educational Endowment Fund Committee.

#### **Section H. Immediate Past President**

1. Serve on the KEAFCS Executive Board and as an advisor to the current KEAFCS President, assisting as requested.
2. Contact eligible Extension areas for the Friend of KEAFCS Award and provide guidelines as outlined in KEAFCS policies.
  - a. Notify Friend of Extension Award recipients and extend invitations to the KEAFCS State Meeting awards ceremony.
  - b. Secure awards as outlined in KEAFCS Policies and present during the awards ceremony at the KEAFCS State Meeting.
  - c. Provide KEAFCS president-elect with number of Friend of KEAFCS guests attending awards ceremony.
  - d. Provide summary of award recipient to be included in awards booklet to Vice President for Awards and Recognition.
3. Serve as a member of the Past Presidents Group
4. Serve on the Joint Council of Extension Professionals and as a JCEP officer according to the organization's rotation schedule.

### **Article VI. Duties of Standing Committees**

#### **Section A. Nominating**

1. Coordinate the activities related to recruitment and nomination of new officers and standing committee chairs
2. Notify membership of positions to be filled and supply credential forms for each.
3. Review credential forms and select a single slate of nominees. If no forms are submitted for a position(s), committee will discuss possible candidates and contact them about submitting credentials.

4. Write letters (not email) thanking all applicants who applied for positions. Notify candidates that have been selected as the nominee and notify those who are not selected as nominee prior to the announcement to membership.
5. Present proposed slate of officers and chairmen to the Board and membership at the KEAFCS annual meeting. Be prepared to share credential forms received in the event of a nomination from the floor.
6. Prepare ballots to be used in election in the event of a nomination from the floor.

#### **Section B. Retirement and Fringe Benefits**

1. Analyze and disseminate fringe benefits information to the FCS Agents.
2. Write congratulatory letters to retiring Extension professionals and send letter of invitation to award meal.
3. Maintain up-to-date records of retired members and notify them of annual meeting registration and other association activities.
4. Coordinate recognition of retiring Extension Agents and life membership participation.
5. Work to increase participation of life members involvement in the association and provide program or meeting for life members

#### **Section C. Constitution, History, and Policies**

1. Annually review constitution and policies.
2. Draft proposed changes to constitution and policies and submit to the KEAFCS Board as necessary and to the membership as determined by the Board.
3. Keep an up-to-date history of the Association and archive records according to Board policy.
4. Provide Board and newsletter/website chair with revised copies of constitution and policies immediately after any changes to the documents.

#### **Section D. Newsletter/Website**

1. Maintain an up-to-date website for KEAFCS with links to NEAFCS and any related groups or organizations.
2. Work with state officers, standing committee chairs, and area newsletter chair to coordinate the posting/publication of the KEAFCS Newsletter.
3. In coordination with the President elect, post annual meeting registration information.

#### **Section E. Past Presidents**

1. All past presidents are members.
2. The officers shall be a Chair, Vice-Chair, Secretary elected at the annual meeting during past presidents meeting.
3. Chair attends KEAFCS Board Meetings
4. Select four members to serve on the Pride of KY Educational Endowment Fund Committee as outlined in the policies.

#### **Section F. Pride of KY Educational Endowment Fund**

1. Select a chair as outlined in policies. Chair serves on the KEAFCS Board, attends board meetings, and conducts meetings of the Pride of Kentucky Educational Endowment Fund Committee as needed to oversee the operation of the Fund.
2. Provide an annual financial and activity report annual meeting.
3. Present the names of Past Presidents representatives on the Pride of Kentucky Educational Endowment Fund Committee to the KEAFCS Board for approval.
4. Present any Pride of Kentucky Educational Endowment Fund Committee recommendations to the KEAFCS board for approval.
5. Serve on Finance Committee.

## **Article VII Duties of Area Officers and Committee Chairs**

### **Section A. President**

1. Represent members of their area.
2. Attend KEAFCS Board meetings.
3. Keep members informed of state and national association activities.
4. Preside over area meetings.
5. Insure that a program of work is planned and accomplished.

### **Section B. Vice President Professional Development**

1. Serve as program chair.
2. Serve on the KEAFCS Professional Development Committee that plans the annual meeting
3. Develop area program of work with input from members.
4. Promote and encourage participation in KEAFCS and NEAFCS.
5. Serve as member of annual meeting committee.

### **Section C. Vice President Public Affairs**

1. Serve as a member of the KEAFCS Public Affairs committee.
2. Keep members informed of legislative action affecting families and Extension funding.
3. Periodically invite elected officials as speakers or guests to area Association meetings.
4. Work with KEAFCS Vice President Public Affairs to achieve goals of Program of Work.

### **Section D. Vice President Member Resources**

1. Serve as a member of the KEAFCS Member Resources Committee
2. Provide membership information, support and encouragement to new agents/ members.
3. Share fringe benefits concerns with state VP and provide members with information from the VP.
4. Keep current the area by-laws and policies; propose appropriate changes.
5. Develop leadership and encourage active participation of all members.
6. Work with KEAFCS Vice President Member Resources to achieve the goals of Program of Work.

### **Section E Vice President Awards and Recognition**

1. Serve as a member of the KEAFCS Awards and Recognition Committee
2. Promote and encourage agent participation/ entries in award and recognition opportunities.
3. Encourage agents to conduct research and submit articles to The Reporter.
4. Work with KEAFCS Vice President Awards and Recognition to achieve goals of Program of Work.

### **Section F. Secretary**

1. Keep accurate minutes of the Area Association and provide copy to members.

### **Section G. Treasurer**

1. Receive monies and provide accounting of funds collected and paid out.
2. Collect dues and forward to state treasurer with list of paid members.

**Section H. State Committee Representative**

1. Select member(s) to serve on standing and/or special committees; newsletter, etc.

**ARTICLE VIII Parliamentary Authority**

**Section A.** Two-thirds of membership present at a meeting constitutes a quorum.

**Section B.** A majority vote shall constitute an election.

**Section C.** This constitution may be amended or revised by a vote of the Association at a properly announced annual meeting or at a special called meeting of the membership. Thirty day notice of the revision shall be provided to members.

**Section D.** Roberts Rules of Order will serve as authority for Parliamentary Procedure.

**Adopted**\_\_\_\_\_, **Revised** \_\_\_\_\_ **1996, 1998, 1999, 2001, 2002, 2003, 2005, 2008.**