KANSAS ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION

**BYLAWS**

**Revised October 2017 & 2018**

**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, families, and communities; 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

1. An individual member pays KAFCE and NAFCE dues/fees and local/county dues/fees where applicable.
2. A senior member is 80 or more years of age before January 1 of the membership year and pays KAFCE and NAFCE dues/fees and local/county dues/fees where applicable.

C. Family shall be defined as one or two adults and any children 18 and under who live in the same household. They shall pay NAFCE dues as decided by NAFCE, and KAFCE dues in an amount equal to two individual memberships. If the children are over 18, in school, and living in the same household, they will continue as children until living under their own roof.

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 late 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. No late fee required.

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. The Board of Directors may amend the current budget after considering recommendations of the budget committee.

SECTION 3 – Financial Procedures Performed

 The financial record shall be reviewed annually by a committee appointed by the president. This committee will report to the Board of Directors. The financial records shall be reviewed by a qualified accountant at the end of the treasurer’s term with an in-house audit at the end of each of the first two years. A Certified Public Accountant can be consulted.

**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 their respective areas.

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. An elected

 officer may serve two terms 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.

 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.

 F. An area director shall serve a term of three years or until a successor is elected.

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. An office vacancy filled by vote of the executive committee shall be elected at the next annual business meeting.

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 such 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’ meetings and executive committee meetings.

 3. Serve as ex-officio member of all committees except the nominating committee.

 4. Serve as chairman of the marketing committee**.**

5. Sign contracts on behalf of KAFCE as directed by the Board of Directors.

 6. Be authorized to sign checks.

 7. Serve as voting delegate to NAFCE business meetings.

 8. Attend CWC meetings during her term at the direction of the Board of Directors,

 depending on the financial situation of the organization.

9. Attend ACWW Triennial at the direction of the Board of Directors, depending

 on the financial situation of the organization.

B. 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.

 C. 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 chairman of the education committee.

 D. 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, when changes occur, provide a written copy to the president who will electronically distribute the changes to the appropriate current KAFCE Handbook recipients, who will replace the corrected page(s) in the Handbook.

 E. 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 the Board of Directors.

 5. Submit a written report of the most recent quarterly financial statement to the annual business meeting.

 6. Be bonded for the faithful performance of duty.

 F. Each area director shall:

 1. Serve as moderator of the area council.

 2. Coordinate area meetings in their respective areas.

**ARTICLE VI – NOMINATIONS AND ELECTIONS**

SECTION 1 – Nominations

 A. Each area shall elect one member, and one alternate to serve on the state nominating committee every year at the spring council meetings for one term beginning June 1. 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 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” at least 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. Written qualifications shall be presented to the presiding officer.

SECTION 2 – Elections

 Elections 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 of 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,

 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

 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 communication 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 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 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

 until their successors are appointed.

 E. No member shall serve as the chairman of more than one standing committee at a

 time.

F. 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. KAFCE appointed positions shall be registrar/historian, parliamentarian, editor,

 membership list/records, William Allen White Book Selection, and webmaster.

 They shall be appointed by January 1 of the president’s term.

 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. Appointees shall assume their duties following appointment and shall serve until

 their 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 *Robert’s Rules 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 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 NAFCE to establish scholarships/grants for students, graduates students or FCE members enrolled in a field related to family resource studies, or the assets may be used for educational programming for KAFCE 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” at least sixty- days prior to the date of the KAFCE annual business meeting.