

Bylaws

South Carolina Extension Association of Family and Consumer Sciences



Bylaws

South Carolina Extension Association of Family and Consumer Sciences

Article I - Name and Objectives

- Section 1. This association shall be known as the South Carolina Extension Association of Family and Consumer Sciences.
- Section 2. The registered office of this corporation is located in Clemson, South Carolina.
- Section 3. In providing for a state professional organization, the objectives are to:
1. Promote professional growth and development by:
 1. providing for and recognizing leadership and achievement; and
 2. exchanging effective educational methodologies.
 2. Prioritize programs that meet current social needs and state concerns affecting families, individuals and communities.
 3. Communicate present and potential contributions of Extension educators.
 4. Seek support for programs that benefit families and individuals and enhance the profession.

Article II - Membership

The Association is committed to the active involvement of all its members regardless of race, color, gender, age, religion, national origin, disability, political beliefs, sexual orientation, or marital or family status. All members shall be encouraged to participate in programs and activities and take leadership roles in the Association.

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

Section 1. Active Member

Any Extension employee working in any capacity with family and consumer sciences programming who has a minimum of a bachelor's degree upon payment of dues may become an active member of SCEAFCS.

Section 2. Life Member

1. Any former Extension employee who has been a member of the Association for at least 5 years shall be granted life membership upon payment of a one-time fee to the Association.
2. Life members shall be granted the following rights and privileges:
 1. They may receive awards, fellowships and grants.
 2. They may serve on committees.
 3. They shall receive all NEAFCS publications upon payment of an annual subscription fee.
 4. They shall receive the conference registration brochure at no charge.
 5. They may serve as voting delegates.
 6. They shall be eligible for office.

Section 3. Associate Member

Individuals who have an interest in promoting family and consumer sciences or related fields but do not work in the field and/or do not have a bachelor's degree may, upon payment of dues become an associate member. Associate members will be non-voting members. They will not be eligible for national membership and will not be eligible to hold office.

Section 4. Corporate Member

Corporations that have an interest in promoting family and consumer sciences or related fields may, upon payment of dues become a corporate member. Corporate members will be entitled to the rights and privileges of membership as stated in the policy guidelines.

Article III - Dues

Section 1. The dues for annual membership to the Association shall be established by the voting delegates at the Annual Business Meeting of the Association. Proposed changes in dues shall be made known to the membership 30 days prior to the Annual Business Meeting at which the vote is to be taken.

Section 2. Dues shall be paid directly to the Association. All membership dues shall be paid by January 15. New employees may pay dues any month following their employment. Regardless when paid, dues must be paid in full and are for the current membership year of January 1 - December 31.

Section 3. Any increase in dues voted upon at an Annual Business Meeting shall become

effective with the next membership year following the Annual Business Meeting in which the vote was taken.

- Section 4. The one-time fee for life membership shall be three times the amount of dues assessed for active members.

Article IV - Officers' Qualifications and Terms

- Section 1. The elected officers of this Association shall be President, President-Elect, Vice President for Public Affairs/Member Resources, Vice President for Professional Development/Awards and Recognition, Secretary, Treasurer, 1890 Liaison and Immediate Past President.
- Section 2. Qualifications for officers are as follows: the President and President-Elect must have served on the Executive Board within the last five years.
- Section 3. A President-Elect shall be elected at each annual meeting to serve one year as President-Elect, two years as President, and two years as Immediate Past President.
- Section 4. The Vice President for Professional Development /Awards and Recognition, Secretary, and 1890 Liaison shall be elected in the even-numbered years to serve a term of two years.
- Section 5. The Vice President for Pubic Affairs/Members Resources and Treasurer shall be elected in uneven-numbered years to serve a term of two years.

Article V - Duties of Officers

- Section 1. President

It shall be the duties of the President to:

1. serve as Executive officer of the Association and give general supervision and leadership to organizational policies and programs;
2. preside at all state Association meetings and provide a report to the membership;
3. hold at least two Executive Board meetings each year after obtaining approval from the Cooperative Extension Director, presenting a President's report and providing copies for each Board member;
4. appoint all committees (except the Nominating Committee and the Bylaws committee) with the approval of the Executive Board and explain the duties of such committees;

5. fill by appointment any vacancies which occur on the Executive Board, except the office of President, and on all committees with the approval of the Executive Board;
6. serve as member ex-officio on all committees except Nominating;
7. fulfill other responsibilities as described in the Association policies;
8. keep on file records of Life membership applications;
9. approve, when warranted, those expenditures not in the approved budget;
10. inform the Association Advisor of all Association activities;
11. act as liaison between the Association and the Extension Administration.
12. make all requests to the respective regional director and Dean and Director of Extension for official leave for all Association meetings;
13. inform Field Operations staff of Association membership;
14. present an Annual Report to the Association and the NEAFCS;
15. invite to the Annual Meeting, excluding the business meeting, the following: the Vice President/Vice Provost for Agriculture and Natural Resources; the Dean and Director of Extension; Regional Directors; and the Presidents of the County Agricultural Agents Association, 4-H Agents Association, Secretaries Association, Epsilon Sigma Phi, Specialists Association, and Association of Retired Clemson Extension Employees.
16. preserve the records of the office. Records of the past year go to the successor; all other records go to the Historian;
17. serve as Association counselor, Historian, and Parliamentarian for two years following the term of office;
18. serve on or send a representative to other Extension committees as requested;
19. represent the Association at Round Table Meetings and serve as the liaison between SCAFCS and SCEAFCS;
20. work with NEAFCS Southern Regional Director in coordinating efforts to carry out the organization's objectives and programs;
21. attend NEAFCS Regional workshops;
22. attend NEAFCS Annual Meeting;
23. assist with details for members attending NEAFCS Annual Meeting; and
24. coordinate the Cornerstone State Award.

Section 2. President-Elect

It shall be the duties of the President-Elect to:

1. perform all duties of the office of President in the absence, disability, or at the request of the President;
2. serve as a voting member of the Executive Board;
3. send to the Association President copies of all outgoing correspondence;
4. attend the Southern Regional Leadership Workshop of NEAFCS;
5. attend the Annual Session of NEAFCS;

- 6 serve as coordinator of the Program of Work Committee to:
 - a. develop and implement a state plan of action in accordance with NEAFCS goals;
 - b. coordinate Standing Committee Action Plans by February; and
 - c. provide copies to all Executive Board Members and Advisor.
- 7 prepare a written report for all Executive Board meetings and provide copies for the President, Secretary and Historian;
- 8 serve as chairman of the Bylaws Committee under the guidance of Article XIV, Amendments of SCEAFCS Bylaws; and
- 9 perform the duties of the President in case of resignation or death for the remainder of the term of office.

Section 3. Vice President for Public Affairs/Member Resources

It shall be the duties of the Vice President for Public Affairs/Member Resources to:

1. perform all duties of the office of President in the absence, resignation or disability of the President and President-Elect, or at the request of the President;
2. chair and serve as the liaison between the Public Affairs/Member Resources committee and the Executive Board, and recruit members for the Public Affairs/Member Resources Committee;
3. serve as a voting member of the Executive Board;
4. send to the Association President copies of all outgoing correspondence;
5. coordinate the implementation of related NEAFCS goals on the state level;
6. contact and encourage the membership to submit articles to The Reporter, and submit a Showcase of Excellence presentation at NEAFCS;
7. develop and implement a state plan of action in accordance with related NEAFCS goals;
8. represent SCEAFCS at the JCEP Public Issues Leadership Development Conference in Washington, D.C.;
9. prepare a written report for all Executive Board meetings and provide copies for the President, Secretary and Historian;
10. assume responsibility for the Communications Awards program as developed by NEAFCS. Serve on Awards Committee;
11. serve on the Program Planning Committee to plan activities to foster multicultural activities;
12. coordinate the committee to develop and implement an action plan which addresses issues related to networking opportunities for members with diverse and similar interests, and to encourage active participation and leadership;

13. take responsibility for the Association newsletter, with dates of issue to be determined by the President or Executive Board;
14. take responsibility for publicity for state meetings; and
15. assist the Treasurer and serve as Chair of the membership recruitment activities.

Section 4. Vice President for Professional Development/Awards and Recognition

It shall be the duties of the Vice President for Professional Development/Awards and Recognition to:

1. perform all duties of the office of President in the absence, resignation or disability of the President, President-Elect, Vice President for Public Affairs/Member Resources;
2. chair and recruit members for the Professional Development/Awards and Recognition Committee, and serve as the liaison between the committee and the Executive Board;
3. coordinate the committee to develop and implement an action plan which addresses issues related to awards and which provides opportunities for member to develop professionally;
4. prepare a written report for all Executive Board meetings and provide copies for the President, Secretary and Historian;
5. preserve the records of this office with records of the previous two years going to the successor. All other records go to the Historian.
6. send to the President copies of all outgoing correspondence;
7. make requests to the President for committee meetings requiring travel;
8. coordinate the judging of state entries for all awards;
9. submit applicable state award-winning entries to NEAFCS;
10. serve as Program Planning chairman for the Annual Meeting. The Planning Committee shall include the Vice President for Public Affairs/Member Resources, the Treasurer, Treasurer-Elect, and other members as needed;
11. serve as member ex-officio of all standing committees; and
12. serve as a voting member of the Executive Board.

Section 5. Secretary

It shall be the duties of the Secretary to:

1. keep complete, accurate records of all meetings of the Executive Board and the Association;
2. provide to all members, at the Annual Business Meeting, copies of the previous Annual Business Meeting minutes;
3. serve as a voting member of the Executive Board;
4. send Executive Board minutes to Board members within ten days of the

- meetings;
- 5. conduct such correspondence as the Executive Board may direct;
- 6. preserve the records of all meetings of the Association, with records of the previous two years going to the successor. All other records go to the Historian.
- 7. send to the President copies of all outgoing correspondence; and
- 8. develop and implement a plan of action for the state in cooperation with NEAFCS goals.

Section 6. Treasurer

It shall be the duties of the Treasurer to:

- 1. receive and keep accurate records of money received and disbursed by the Association;
- 2. serve as a voting member of the Executive Board;
- 3. keep a record of membership of the Association, including Active, Associate, and Life members; share membership lists; and work cooperatively with the Membership Chairman and Directors;
- 4. submit dues and membership lists to NEAFCS as directed;
- 5. serve as chairman of the Budget Committee;
- 6. at the first board meeting of the association fiscal year, submit a proposed annual budget to the Executive Board;
- 7. submit to the Executive Board a report of all the monies of the Association, to be approved and presented at the Annual Business Meeting;
- 8. serve as chairman or member of the Annual Meeting registration committee.
- 9. send to the President copies of all outgoing correspondence;
- 10. make requests to President for committee meetings requiring travel.
- 11. train the Treasurer-Elect;
- 12. have financial records accepted by the Executive Board at the end of the term. If unable to complete the term, have financial records accepted by the Executive Board prior to turning them over to successor;
- 13. deliver to the successor all records and funds immediately following the Annual Association Meeting; and
- 14. develop and implement a plan of action in cooperation with NEAFCS goals.

Section 7. Treasurer-Elect

It shall be the duties of the Treasurer-Elect to:

- 1. work with the Treasurer to learn record-keeping duties;
- 2. serve on the Annual Meeting Program Planning Committee;
- 3. serve on the Budget Committee;
- 4. serve as a non-voting member of the Executive Board;

5. attend one Executive Board meeting prior to assuming office;
6. send to the President copies of all outgoing correspondence; and
7. make requests to the President for committee meetings requiring travel.

Section 8. Immediate Past President

It shall be the duties of the Immediate Past President to:

1. serve in an advisory capacity to the President and Executive Board for two years following the term of office as President;
2. serve as a voting member of the Executive Board;
3. serve as Association Historian;
4. serve as Association Parliamentarian;
5. develop and implement a state plan of action in cooperation with NEAFCS goals;
6. prepare a written report for all Executive Board meetings and provide copies for the President, Secretary and Historian; and
7. serve as chairman of the Nominating Committee.

Section 9. 1890 Liaison

It shall be the duties of the 1890 Liaison to:

1. serve as a voting member on the Executive Board;
2. act as a liaison between the Association and 1890 members as described in Association policies;
3. send the President copies of all outgoing correspondence;
4. make requests to the President for committee meetings requiring travel;
5. serve on the Nominating Committee for the Association;
6. appoint an alternate 1890 member to serve in the absence of the 1890 Liaison;
7. assist with the judging of awards;
8. serve on the Awards Committee;
9. develop and implement a state plan of action in accordance with NEAFCS goals; and
10. prepare a written report for all Board meetings and provide copies for the President and Secretary.

Section 10. Honorary Appointee

It shall be the duties of the Honorary Appointee to:

1. serve as a voting member of the Executive Board;
2. act as a liaison between the Association and retirees;
3. encourage participation in the Annual Meeting by Lifetime members; and
4. prepare a written report for all Executive Board meetings and provide copies for the President, Secretary and Historian.

Article VI - Executive Board

- Section 1. The Executive Board shall consist of the elected officers, 1890 Liaison, Immediate Past President, Honorary Appointee, and Chairmen of the Standing Committees, all of whom serve as voting members.
- Section 2. The Executive Board meetings shall be held at the call of the President. There will be at least two each year.
- Section 3. The duties of the Executive Board are to formulate policy and transact business of the Association.
- Section 4. All vacancies, except for the office of the President, shall be filled for the duration of the term through an Executive Board-approved appointment by the President.
- Section 5. A majority of the Executive Board members must be present to vote at the Executive Board meetings.

Article VII - Advisor

- Section 1. The advisor shall be selected from the Extension Public Service Staff by the Executive Board.
- Section 2. The advisor shall meet with the Executive Board to offer recommendations and suggestions and serve as liaison with Administration, other groups, and agencies.

Article VIII - Nominating Committee and Election of Officers

- Section 1. Nomination of candidates for officers of the Association shall be made by a nominating committee composed of the two Vice Presidents, 1890 Liaison and Immediate Past President, serving as chairman.
- Section 2. The nominating committee shall submit to active members of the Association the

names and qualifications of nominees for office a minimum of two weeks prior to the Annual Business Meeting. In the event of two nominees for a given office, the committee shall prepare, distribute, and count written ballots at the Annual Business Meeting.

- Section 3. Nomination of candidates for officers of the Association shall be made by a nominating committee composed of the two Vice Presidents, 1890 Liaison and Immediate Past President, serving as chairman.
- Section 4. Election of officers shall be by written ballot cast by a majority of members present and voting at the Annual Business Meeting. In the event that all candidates are unopposed, election of officers shall be by an affirmative vote of the majority of those present entitled to vote and voting. Majority shall be one more than half of the membership present at the Annual Business Meeting.

Article IX - Standing Committees

- Section 1. There shall be six Standing Committees: Public Affairs/Member Resources, Professional Development/Awards and Recognition, Bylaws, Fundraising, Membership Recruitment and Site Review.
- Section 2. The Public Affairs/Member Resources and Professional Development/Awards and Recognition committees shall be chaired by Vice Presidents as provided in Article V, Sections 3 and 4. The President-Elect shall chair the Bylaws Committee, as provided in Article V, Section 2. Fundraising and Site Review chairpersons shall be appointed by the President.
- The Vice Presidents shall, with the President's assistance, select other committee members to serve a term of one year. Bylaws, Fundraising, and Site Review committees shall be appointed by the President.
- Section 3. All standing committee chairmen shall be voting members of the Executive Board.
- Section 4. All standing committee chairmen shall preserve the records of the committee and all records of the term shall be transferred to the successor. All other records shall be transferred to the Historian.
- Section 5. Standing committee chairmen shall send to the President copies of all outgoing correspondence.
- Section 6. Special committees required to carry out the objectives of the Association shall be appointed by the President as needed.

Article X - Annual Business Meeting

- Section 1. There shall be an Annual Business Meeting of the Association for the purpose of furthering the objectives of the Association, electing officers, receiving reports of officers and committees, and transacting any other business that may arise. The place and date shall be determined by the Executive Board.
- Section 2. One half plus one of those present entitled to vote and voting shall constitute a majority.

Article XI - Publication

The SCEAFCS Newsletter is the official publication of the Association.

Article XII - Fiscal Year

The fiscal year of the Association shall be January 1 through December 31.

Article XIII - Parliamentary Authority

The rules contained in the current edition of Newly Revised Roberts Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws and policies of the Association

Article XIV - Amendments

These bylaws may be amended, revised or repealed at any annual meeting of this Association by an affirmative vote of the majority of those present entitled to vote and voting, provided that proper and sufficient notice of the proposed changes, revisions, or appeals have been mailed to the Active Members of the Association at least two weeks prior to the Annual Meeting. Amendments must originate at a previous Annual Meeting or with the Executive Board.

Article XV - Dissolution of Association

On the dissolution of the Association, the entire net assets remaining after the payment of any and all liabilities and obligations of the Association shall be transferred to such association or

associations organized exclusively for charitable, educational, or scientific purposes as shall at the time qualify as exempt association or associations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

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