

**BY-LAWS  
of  
TEXAS EXTENSION ASSOCIATION OF  
FAMILY AND CONSUMER SCIENCES**

**ARTICLE I  
NAME**

The name of this organization shall be the Texas Extension Association of Family and Consumer Sciences.

**ARTICLE II  
OBJECTIVES**

The objectives of this organization shall be:

1. To promote professional growth and development by:
  - providing for and recognizing leadership and achievement.
  - exchanging effective educational methodologies.
  - encouraging membership to conduct research and to use research-based information in programming.
2. To provide experiences that strengthen the state affiliate and promote the profession of Family and Consumer Sciences.
3. To bring about a better understanding between Family and Consumer Sciences and other personnel of Texas A&M AgriLife Extension and Cooperative Extension Program-Prairie View A&M University.
4. To promote the objectives of Texas A&M AgriLife Extension and Cooperative Extension Program-Prairie View A&M University.

**ARTICLE III  
MEMBERSHIP**

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

The classifications for membership shall be: Active, Associate, Life, Partner, and Student.

**Section I      ACTIVE MEMBER**

1. Active Members are:
  - a. Extension employees working in any capacity with family and consumer sciences, have a minimum of a bachelor's degree, belong to their state/territory affiliate of Extension Educators, who upon payment of dues, may become an Active Member of TEAFCS.

- b. Extension employees working in any capacity with family and consumer sciences, have a minimum of a bachelor's degree, but located where there is no affiliated state/territory affiliate or no state/territory affiliate which will allow their membership. Upon payment of annual dues directly to the Association they may become an Active Member of TEAFCS.
- 2. Active Members shall be granted full rights and privileges:
  - a. They may receive awards, fellowships, and grants.
  - b. They may serve on committees or chair committees, serve as voting delegates, or hold elected office.
  - c. They shall receive the TEAFCS Annual Session registration information.

## Section II      ASSOCIATE MEMBER

- 1. Associate Members are:
  - a. Extension employees working in any capacity with family and consumer sciences, less than a bachelor's degree, belong to their state/territory affiliate of Extension Educators, who upon payment of dues, may become an Associate Member of TEAFCS.
  - b. Extension employees working in any capacity with family and consumer sciences, less than a bachelor's degree, but located where there is no affiliated state/territory affiliate or no state/territory affiliate which will allow their membership. Upon payment of annual dues directly to the Association they may become an Associate Member of TEAFCS.
- 2. Associate Members shall be granted the following rights and privileges:
  - a. They may receive awards, fellowships, and grants as a team member with Active Members and Life Members but not as an individual.
  - b. They may serve on committees.
  - c. They shall not be eligible for elected office, serve as committee chairs, or serve as voting delegates.
  - d. They shall receive the TEAFCS Annual Session registration information. They shall pay registration fees at a reduced rate for the Annual Session. The TEAFCS Board in consultation with the Annual Session Planning Committee will determine the reduced rate.

## Section III      LIFE MEMBER

- 1. Life Members are any former Extension employees who have been an Active Member of the Association for at least 5 years. They will 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:
  - a. They may receive awards, fellowships, and grants.
  - b. They may serve on committees, serve as committee chairs, or hold elected office.
  - c. They may serve as voting delegates when a state/territory affiliate lacks sufficient delegates to the Annual Business Meeting.
  - d. They shall receive the TEAFCS Annual Session registration information. They shall pay registration fees at the same rate as Active Members unless a special rate for Life Members is established.

## Section IV      PARTNER MEMBER

1. Partner Members are individuals with a bachelor's degree working in an education/corporate/business field related to the work of Extension Educators. They may become a Partner Member, upon payment of full dues to the State Office.
2. Partner Members shall be granted the following rights and privileges:
  - a. They may receive awards, fellowships, and grants as a team member with Active Members and Life Members, but not as an individual.
  - b. They may serve on committees.
  - c. They shall not be eligible for elected office, serve as committee chairs, or serve as voting delegates.
  - d. They shall receive the NEAFCS Annual Session registration information. They shall pay registration fees at the same rate as Active Members.

## Section V STUDENT MEMBER

1. Student Members are undergraduate or graduate students who are enrolled in a university, college, or other educational setting, studying family consumer sciences or related field with an interest in Extension Education as a future career, and not currently employed by Extension. Student members may seek membership in TEAFCS by paying the designated dues amount to the state treasurer and one-half national dues to National treasurer. Membership may be obtained by submitting a student status statement verifying their student status.
2. Student Members shall be granted the following rights and privileges:
  - a. They may receive awards, fellowships, and grants as a team member with Active Members and Life Members but not as an individual.
  - b. They may serve on committees.
  - c. They shall not be eligible for elected office, serve as committee chairs, or serve as voting delegates.
  - d. They shall receive the TEAFCS Annual Session registration information. They shall pay registration fees at a reduced rate for the Annual Session. The TEAFCS Board in consultation with the Annual Session Planning Committee will determine the reduced rate.

## ARTICLE IV DUES

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|-------------|--|
| Section I   | The annual dues of this Association shall be \$50.00 per year, plus National dues per year, payable on or before December 1 to the State Treasurer. Any member whose dues are not paid by that time may, after notification, be dropped from the membership. |
| Section II  | Special assessment may be made by a majority vote at an annual or special meeting of the Association.  |
| Section III | In order to serve in any leadership capacity (ie. District Director, Associate Director, State Committee Chair, or State Officer) of TEAFCS, an individual must have paid dues by the state deadline (December 1).   |
| Section IV  | For first time members this Association will waive state Association dues upon receipt of the member's National dues.  |

## **ARTICLE V OFFICERS**

### **Section I      OFFICERS**

The elected officers of this Association shall be President, President-Elect, First Vice-President, Second Vice-President, Secretary, and Treasurer.

### **Section II     QUALIFICATIONS**

A. Candidates for the offices to be filled must have served on the Board of Directors for at least two years.

B. Qualifications of candidates shall be submitted to the President-Elect by the designated deadline.

### **Section III    TERM OF OFFICE**

A. The President-Elect shall be elected annually to serve a term of one year and shall serve the following year as president.

B. The Second Vice President shall be elected annually to serve a one-year term.

C. The First Vice President, Secretary and Treasurer shall be elected in the even number years to serve a term of two years.

D. Election of officers shall be held at the annual meeting during the business session. They shall serve the term for which they are elected and until a successor is elected or appointed.

### **Section IV    VACANCY IN OFFICE**

A. A vacancy in the office of President shall be filled by the President-Elect. Other vacancies shall be filled by a majority vote of the Board of Directors.

B. In the event of a vacancy in the office of President-Elect, the Board of Directors shall elect a qualified individual as acting President-elect for the unexpired term. The acting President-elect shall assume the duties of the office but shall not automatically succeed to the office of President for the following term.

C. Individuals serving unexpired terms in the office of President- elect, First Vice-President, Second Vice-President, Secretary, and Treasurer shall be eligible to seek election to the same office for the following term. In addition, an acting President-elect shall be eligible to seek election as President for the up-coming term.

### **Section V     DUTIES OF OFFICERS**

A. Officers of this Association shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

B. President shall:

1. Give administrative guidance and direction to the structure and programming of the Association.
2. Work with Association Board of Directors (Executive Board, 4-H Foundation Representative, *Texas Extra* Editor, District Directors, and Associate District

Directors) in coordinating their efforts in carrying out the organization's objectives.

3. Call and preside at Board and Association business meetings.
4. Appoint committee chairmen and members, 4-H Foundation Representative, and *Texas Extra* Editor as provided in these bylaws.
5. Fill vacancies subject to approval of the Board of Directors.
6. Appoint a Historian for the Association subject to approval of the Board of Directors.
7. Serve as an ex-officio member of all committees except the nominating committee.
8. Exercise all powers and duties pertaining to the office of President.
9. Approve payment of bills.
10. Strengthen public relations and maintain cooperative relations with other organizations.

C. President-Elect shall:

1. Serve as chairman of Public Affairs/ Public Policy Committee (PILD).
2. Perform any other duties that are assigned by the President and/or Board of Directors.
3. Serve as chairman of nominating committee.
4. Perform all duties of the office of President in the absence, disability or at the request of the President.
5. Automatically become President in the vacancy of that office.

D. First Vice-President shall:

1. Perform all duties of the office of President-Elect in the absence, disability or at the request of the President.
2. Serve as state and national awards coordinator.
3. Receives all state and national award applications on or before national or state deadlines.
4. Disseminate award applications to appropriate state committee chairmen for judging.
5. Submit all national award applications to the regional director.

E. Second Vice-President shall:

1. Perform all duties of the office of First Vice-President in their absence.
2. Serve as general chairman for the annual meeting and be from the district(s) hosting the event.
3. Coordinate all annual meeting committees.
4. Notify Life Members of Annual State Meeting.

F. Secretary shall:

1. Keep complete and accurate records of all meetings of the Executive Committee, Board of Directors and Association.
2. Provide a copy of the minutes of all meetings to the Board of Directors within 30 days following the close of each meeting.
3. Make copies of minutes from the previous annual business session(s) available to members attending the current session.
4. Keep accurate list of life members.

G. Treasurer shall:

1. Keep accurate records of all monies received and disbursed.
2. Serve as member of the finance committee.
3. Prepare financial reports for the Board of Directors.

4. Prepare an annual financial report for the membership.
5. Keep the official record of all memberships.
6. Submit memberships and dues as required by the National Association.
7. Disburse funds as authorized by the budget, Board of Directors and by-laws.
8. Arrange for an audit, in last quarter of term, and present auditor's report to the membership at the annual meeting held during the second year of the individual's term of office.
9. Be bonded at the expense of the Association.

## **ARTICLE VI NOMINATING AND ELECTING**

- Section I      All nominations for office shall be filed with the President-Elect. Officer applications shall be submitted by the deadline set by the President-Elect, but not past the acceptance of the nominating committee report thirty days prior to the annual state meeting. A nomination shall include qualifications.
- Section II      A nominating committee composed of the President-Elect as chairman and two members elected from the Board of Directors shall prepare a proposed slate of officers. The proposed slate of officer candidates shall be presented to the Board of Directors at the spring board meeting.
- Section III     Election of officers shall be held at the annual meeting during the business session.

## **ARTICLE VII BOARD OF DIRECTORS**

- Section I      The Executive Committee shall consist of the President, President-Elect, First Vice-President, Second Vice-President, Secretary, Treasurer, 4-H Foundation Representative, Historian, *Texas Extra* Editor and Webmaster. The Past President shall be an ex-officio member of the board and shall serve as parliamentarian and coordinator of the retiree recognition.
- Section II      Directors and Associate Directors shall be elected prior to the spring board meeting by the membership in each district with even number districts electing in even years, odd number districts electing in odd years. They shall not be eligible for re-election to the same office for at least two years following completion of their term of office.
- Section III     Candidates for Director and Associate Director positions must have held Association membership at least one year to be eligible for election.
- Section IV      Incoming Directors and Associate Directors shall assume their duties at the close of the annual state meeting and attend the new board meeting.
- Section V      The Associate Director shall perform all duties of the Director in case of absence or disability and shall automatically become Director in case a vacancy occurs.
- Section VI      The Board of Directors shall have the authority to transact all business not affecting the fundamental nature of the Association.
- Section VII     Meetings of the Board of Directors shall be held upon call of the President and at the spring, state and winter meetings. Business may be conducted by mail or telephone when necessary. A report of any action shall be verified and made a part of the minutes at the next meeting of the Board.

## **ARTICLE VIII EXECUTIVE COMMITTEE**

- Section I      The Executive Committee shall consist of the President, President-Elect, First Vice-President, Second Vice-President, Secretary, Treasurer, 4-H Foundation Representative, Historian, *Texas Extra* Editor and Webmaster. The Past President shall be an ex-officio member of the Board of Directors and shall serve as parliamentarian and coordinator of the retiree recognition.
- Section II     The Executive Committee shall meet at a time and place determined by the president and shall be responsible for (1) reviewing agenda items to be brought before the Board of Directors and (2) recommending matters of consideration to the Board of Directors.
- Section III    TEAFCS 4-H Foundation Representative shall serve a three-year term and may serve no more than two consecutive terms. Interested members must have at least one year of prior service on the state TEAFCS Board and must complete an officer application. The TEAFCS President will submit the recommendation to the State 4-H Foundation. The State 4-H Foundation Board has the right of approval on our recommendation. In the event of vacancy in the position during the term of office, the President will recommend a qualified member to fill the unexpired term.
- Section IV     The Texas Extra editor shall serve a two-year term and may serve no more than two consecutive terms. They must be a member of TEAFCS but do not have to have prior board experience. Interested members must complete an application and the editor will be appointed by the President. In the event of a vacancy in the position during the term of office, the President will appoint a qualified member to fill the unexpired term.
- Section V      The Historian shall serve a two-year term and may serve no more than two consecutive terms. They must be a member of TEAFCS, but do not have to have prior board experience. Interested members must complete an application and the Historian will be appointed by the President. In the event of a vacancy in the position during the term of office, the President will appoint a qualified member to fill the unexpired term.
- Section VI     The Webmaster shall serve a two-year term and may serve more than two consecutive terms if there are no applicants. They must be a member of TEAFCS but do not have to have prior board experience. Interested members must complete an application and the Webmaster will be appointed by the President. In the event of a vacancy in the position during the term of office, the President will appoint a qualified member to fill the unexpired term.

## **ARTICLE IX COMMITTEES**

- Section I      Standing committees shall be as specified in the Standing Rules of the Association.
- Section II     Special committees shall be established by the President with approval from the Board of Directors.
- Section III    Committee chairmen and members shall be appointed by the President.
- Section IV    Committees shall carry out duties as specified in the standing rules.

## **ARTICLE X MEETINGS**

- Section I      Annual meetings and special meetings of the Association shall be at a time and place designated by the Board of Directors.
- Section II      Meetings of the Board of Directors and Executive Committee shall be held as specified in Article VII, Section 7 and Article VIII, Section 2.
- Section III      District meetings shall be held as determined by Director and a majority of members in each district.

## **ARTICLE XI DELEGATES**

- Section I      Delegates to the National meeting shall be elected by the Board of Directors as specified in the standing rules.
- Section II      The Association shall share in the expense of delegates as specified in the standing rules.

## **ARTICLE XII SCHOLARSHIPS**

- Section I      The Ann Sonner Scholarship applications are submitted to the TEAFCS Association Awards Coordinator no later than the state deadline.
- Section II      Money for scholarships shall be maintained in an educational award fund and shall be used exclusively for educational purposes.
- Section III      The Treasurer of this Association shall be authorized to disburse funds to the college or university where scholarship recipient is enrolled.

## **ARTICLE XIII PUBLICATIONS**

The *Texas Extra* shall be the official publication of this Association.

## **ARTICLE XIV INDEBTEDNESS**

No debt shall be contracted, or liabilities incurred in excess of funds in the hands of the Association treasurer.

## **ARTICLE XV QUORUM**

A quorum is made up of a simple majority of those active members present at an annual or special meeting of the Association. Twelve members of the Board of Directors shall constitute a quorum in board meetings.



**ARTICLE XVI  
PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order Newly Revised shall govern this Association with these bylaws, the standing rules, special rules of order and the policies of the Association.

**ARTICLE XVII  
AMENDMENTS**

These by-laws may be amended at any annual or special meeting by a two-thirds vote provided notice of the proposed amendment is published 30 days prior to the meeting at which said amendment is to be voted upon.

**ARTICLE XVIII  
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 distributed exclusively for the purpose of the Association in such manner or to such Association or Associations organized and prorated 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.)