ALASKA ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION
BYLAWS
REVISED September 11, 2008

ARTICLE I – NAME

The name of this organization shall be Alaska Association for Family and Community Education (Alaska FCE) an affiliate of the National Association for Family and Community Education (National FCE).

ARTICLE II – OBJECTIVE

The objective of this organization shall be to work in partnership with Alaska Cooperative Extension Service (CES), affiliated district associations and local clubs to promote the mission of FCE to strengthen individuals, families, and communities through continuing education, developing leadership, and community action.

ARTICLE III – MEMBERSHIP

Section 1: Eligibility

Membership shall be open to any person, business or agency that supports and advances the objectives and bylaws of FCE.

Section 2: Classification

Categories for Membership shall be:

- **A.** Active member is an individual who belongs to a local group and pays National and State dues through the State organization.
- **B.** Family membership shall be a family who belongs to a local group and pays National and State dues through the State organization.
- **C.** Senior membership is optional for an individual at least 80 years old who pays National dues discounted by 20% and pays State dues at the regular rate through the State organization.
- **D.** Greater Alaska FCE member is an individual not affiliated with a District or local group who pays National and State dues through the State organization.
- **E.** Business/Agency members are interested groups paying National and State dues to the State organization without voice or vote.

Section 3: Application for Membership

A. Active, Family or Senior Member
Application for membership may be made by submitting an application to any FCE affiliated group, meeting their qualifications for membership and paying State and National dues through Alaska FCE.
B. Greater Alaska FCE Member and Business Members
Application for membership may be made by submitting an application directly to Alaska FCE.

Section 4: Good Standing

A. A member in good standing shall be one whose current FCE dues have been paid in accordance with these Bylaws and who is not under disciplinary action.
B. A club in good standing shall be one that has paid current FCE dues for at least three members.
C. A District in good standing is one who has paid current FCE District dues.

Section 5: District Association

A. The term District Association shall be defined to mean the established District Organization.
B. The objectives of the District Association shall coincide with those of National FCE and Alaska FCE. The District Association shall elect officers following the guidelines of Alaska FCE or per their own Bylaws.
C. A District Association may be formed by one (1) or more clubs located within a reasonable geographic area. However, there shall be only one District Association in an Alaska Cooperative Extension Service District.

ARTICLE IV – MEMBERSHIP YEAR AND DUES

Section 1: Payment of Dues

The membership year for National FCE and Alaska FCE is January 1 through December 31.

Section 2: Annual Membership Dues

Annual membership dues for National and Alaska FCE will be established by their respective organizations.

A. Payment of Dues
   1. Dues and other required documents are due to Alaska FCE Treasurer by November 1, prior to the membership year and are delinquent December 31.
   2. Members whose dues are not paid by December 31 may forfeit all membership rights in National FCE and Alaska FCE.

B. District Association Dues
   1. District Association dues and other required documents are due to Alaska FCE Treasurer by January 31 of the membership year and delinquent March 31. This entitles the District Association to vote at the Board and Annual Meetings.
   2. A District Association whose dues are not paid by March 31 may forfeit voting rights at business meetings.

ARTICLE V – OFFICERS, ELECTIONS AND DUTIES

Section 1: Officers

The Officers of Alaska FCE shall be President, Vice President, Secretary, Treasurer and Historian.

Section 2: Qualifications

A. Each candidate shall be a member in good standing and shall have agreed to his/her nomination.
B. A candidate shall have served on the State Board or as any FCE officer.

Section 3. Procedure for Nomination and Elections

A. Election Calendar
   1. Even Numbered Year Elections. President, Secretary and Treasurer shall be elected in even numbered years.
   2. Odd Numbered Year Elections. Vice President and the Historian shall be elected in odd numbered years.

B. Appointment of Nominating Committee
   1. A Nominating Committee shall be appointed by the President at the last Board Meeting before the Annual Conference. The Committee shall consist of at least one representative from each District.
   2. The Nominating Committee shall present the names of the nominees for each office at the Annual Meeting.
   3. Nominations for each office may also be made from the floor.

Section 4. Election

A. Election shall be by ballot, unless there is only one nominee, and then the election may be by voice vote.
B. Majority vote of registered voting delegates shall elect officers.

Section 5. Terms of Office

A. Officers shall serve a two (2) year term or until successors are elected or appointed. Newly elected officers shall take office January 1 following the Annual Business Meeting at which they were elected.
B. Officers may serve no more than two (2) consecutive terms and may be elected to the same position again after one year.

Section 6. Vacancies of Office

Vacancies in office shall be filled by appointment of the Executive Committee.

Section 7. Termination of Office

If a Board Member is unable or does not carry out the function of his/her office, the Executive Committee shall appoint an officer to counsel this person. Following this measure, if a problem continues, his/her term of office may be terminated by a majority vote of the Executive Committee. A written notification shall be sent to the person involved, the appropriate District President, and the Alaska State Board.

Section 8. Duties of the President

A. Presides at all business meetings of the Alaska Executive Committee, State Board Meetings and Annual Meeting.
B. Serves as Alaska FCE's official representative.
C. Makes appointments, such as Parliamentarian, Standing Committee and Special Committee Coordinators, as necessary, to carry out the business of the Board. Attempts to make appointments to provide for balanced state representation.
D. Assigns duties to Alaska FCE State Board.
E. Reports in writing to membership at Annual Meeting.
F. Submits reports to National FCE as requested.
G. Serves as *ex-officio* member of all committees, with the exception of the Nominating Committee.
H. Promotes the use of National FCE educational programs.
I. Performs other duties as prescribed in these Bylaws and by the parliamentary authority adopted by Alaska FCE.

Section 9. Duties of the Vice President

A. Assists the President in all assigned duties.
B. Performs all duties of the President in her/his absence or inability to serve.
C. Coordinates Educational Programs and Leadership Programs developed by National FCE.
D. Collects and compiles the Alaska FCE Annual Conference evaluations and presents a written report at the first scheduled Board Meeting after the State Conference.
E. Reports in writing at business meetings.
F. Coordinates statewide publicity.
G. Performs other duties as prescribed in these Bylaws and by the parliamentary authority adopted by FCE.

Section 10. Duties of the Secretary

A. Maintains a permanent record of all action taken at regular and special meetings of Alaska FCE and submits minutes to state newsletter after each meeting. Maintains an active file of five (5) years of minutes.
B. Sends out notification of State Board meetings to the FCE State Board members, district presidents, club presidents, CES Home, Health & Family Development Program Chair and agents. This shall be at least 30 days prior to each State Board meeting.
C. Serves as Coordinator of Credentials Committee and ascertains the number of voting delegates by calling roll at the business meeting.
D. Performs other duties assigned by the President or Executive Committee or as prescribed by these Bylaws and by the parliamentary authority adopted by Alaska FCE.

Section 11. Duties of the Treasurer

A. Responsibility for Funds
   1. Receives and keeps records of all funds of Alaska FCE.
   2. Deposits funds in a statewide FDIC insured depository with checking privileges approved by the Executive Committee.
   3. Insures at least three members of the Executive Committee sign the signature card.
   4. Provides written receipts for all income or invoices for all fund transactions.
   5. Pays all budgeted expenses upon receipt of an itemized voucher and all other bills upon approval of the State Board. Distribution of funds (checks, etc.) shall require two signatures.

6. Presents a statement of account at all meetings of the Executive Committee.
7. Makes a full written financial statement at the Annual Conference and publishes it in the state newsletter.
8. Has books reviewed by Audit Committee at the end of each year.

B. Definition of Funds
1. General Fund is used for paying ordinary and necessary expenses of Alaska FCE and distributing specifically designated funds.
2. National Delegate Fund is used as grant moneys to send the President (or designated voting delegate) to National FCE meetings.
3. State Scholarship Fund is used to send Alaska FCE members to State FCE meetings.

C. Maintaining of Funds. The General Fund shall be maintained in a checking account. The National Delegate Fund and the State Scholarship Fund shall be held in the same account with separate accounting.

D. State and National Dues and Other Requested Information.
1. Obtains complete Alaska FCE membership information and collects dues from every member in the state.
2. Sends National FCE dues and any other requested information to the National FCE Treasurer by designated reporting date.
3. Sends membership information to the State Membership Coordinator by January 31 or by designated reporting date.

E. Orders appropriate FCE emblematic jewelry and a FCE Personalized Name Tag for each new officer.

F. Serves on the Finance/Budget Committee.

G. Serves on the Membership Committee.

H. Performs other duties as assigned by the President or Executive Committee or as prescribed in these Bylaws and by the parliamentary authority adopted by Alaska FCE.

Section 12. Duties of the Historian

A. Alaska FCE Scrapbook
1. Keeps records, pictures and clippings of permanent value in a book, summarizing the activities of Alaska FCE and the Alaska FCE Annual Conference.
2. A maximum of five (5) pages a year is allowed, using the funds allotted in the current budget.
3. Scrapbooks shall be displayed at the Annual Conference.

B. Memorial Book. Keeps a Memorial Book with obituaries, clippings, pictures, and other appropriate items in memory of deceased members. Displays it during the Annual Conference. Will be responsible for the Memorial Service at an appropriate time during the Annual Conference.
C. Encourages clubs to keep historical records of their FCE activities to be displayed at Annual Conference.
D. Encourages clubs to send information to the District and State Historians.
E. Reports in writing at business meeting.
F. Performs other duties as assigned by the President or Executive Committee or as prescribed in these Bylaws and by the parliamentary authority adopted by Alaska FCE.

ARTICLE VI – ANNUAL MEETING

Section 1. Annual Meeting

Alaska FCE shall meet annually for the purpose of electing officers, adopting a budget, conducting business, and presenting educational programs. The date, time and place are to be determined by the hosting District Association with approval of the Executive Committee.

Section 2. Official Call for Annual Meeting

Official call for the Annual Meeting shall be mailed to each member of Alaska FCE, CES Home, Health and Family Development Program Chair and agents via the conference brochure at least 30 days prior to the meeting.

Section 3. Voting Delegates

The voting delegates at the Annual Meeting shall be the Alaska FCE State Board, two (2) delegates per District and one (1) delegate per club in good standing.

Section 4. Quorum

Quorum shall be fifty percent (50%) plus one (1) of the registered voting delegates. At least three (3) members of the Executive Board must be present before a binding vote can be taken.

Section 5. Nonvoting Members

Nonvoting members are encouraged to attend meetings held by the FCE State Board.

ARTICLE VII – ALASKA FCE EXECUTIVE COMMITTEE

Section 1. Executive Committee Members

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Historian.

Section 2. Duties

A. Transacts any business arising between Board Meetings and Annual Meeting and acts in all emergencies.
B. Develops the policies of Alaska FCE subject to approval by the voting delegates.
C. Fills Board vacancies as specified in Article V, Officers, Elections and Duties, Section 6. Vacancies in Office and Section 7. Termination of Office.

Section 3. Special Meetings

Special meetings of the Executive Committee may be called by the President or by written request of a majority of the members of the Committee. A quorum shall be three (3) members of the Executive Committee.

ARTICLE VIII – ALASKA FCE STATE BOARD

Section 1. State Board Members

The State Board shall consist of the Executive Committee, Coordinators of the Standing Committees and two (2) certified representatives from each District Association.

Section 2. Duties

The State Board may meet in the spring before Annual Conference and in the fall after Annual Conference with the purpose of:

A. Developing plans for achieving the objectives of FCE.
B. Assisting in planning Annual Conference and educational seminars.

Section 3. Meetings

A. Other meetings may be called at the discretion of the President or by a written request of a majority of the Executive Committee.
B. The secretary sends out notification of the State Board meetings to FCE State Board members, club presidents, CES Home, Health and Family Development Program Chair and agents at least 30 days prior to the meeting.
C. A quorum shall be three (3) members of the Executive Committee.
D. Nonvoting members and visitors are encouraged to attend meetings held by Alaska FCE.

E. Members may participate in person or through teleconferencing.

ARTICLE IX – STANDING COMMITTEES

Section 1. Standing Committee Coordinators

A. Serve a two (2) year term and may be reappointed.
B. Newly appointed coordinators will assume their duties with the newly elected officers the following January 1st.

Section 2. Finance/Budget Committee

A. Consists of a Coordinator, who will also serve as Ways and Means Coordinator, the Treasurer, and one other member appointed by the President.
B. Directs fund raising activities.
C. Submits the proposed budget at the Annual Meeting for approval.
D. Reports in writing at business meetings.
E. Performs other related duties as assigned by the Executive Committee.

Section 3. Membership Committee

A. Consists of a Coordinator, Alaska FCE Treasurer, and the Treasurer or a certified alternate, from each club.
B. Obtains complete Alaska FCE membership information from the Alaska FCE Treasurer by January 31.
C. Keeps a notebook containing the membership form for each Alaska FCE member.
D. Compiles and keeps updated a list with each member's name, address, and other pertinent information.
E. Submits necessary membership lists and information to Alaska FCE President, Newsletter Editor, appropriate CES officers, CES Home, Health and Family Development Program Chair, and with the approval of the President, to others who request a membership list in writing.
F. Submits a written report of membership at Business Meetings.
G. Compiles a list of State, District and Club officers and submits it to each member of the Executive committee, the CES Home, Health and Family Development Program Chair and agents.
H. Performs other related duties as assigned by the Executive Committee.

Section 4. Newsletter Committee

A. Consists of an Editor and any correspondents or helpers deemed necessary as appointed by the Editor.
B. Publishes the newsletter after each State Board meeting and the Annual Meeting. Sends a copy of the newsletter to each FCE member and others as determined by the President and the Newsletter Editor.

C. Includes minutes of meetings, financial reports, news items and other information.
D. Reports in writing at Business Meetings.
E. Performs other related duties as assigned by the Executive Committee.

Section 5. Scholarship Committee

A. Consists of a Coordinator.
B. Notifies membership of scholarship availability and distributes applications.
C. Accepts completed applications, chooses a selection committee to determine winners, determines the amount of each scholarship based on designated funds, and then notifies scholarship recipients.
D. Reports in writing at State Board Meetings.
E. Performs other related duties as assigned by the Executive Committee.

ARTICLE X – SPECIAL COMMITTEES

Section 1. Committee Appointments and Duties

Special Committees shall be appointed by the President for specific purposes. They shall have no vote but must report in writing at Business Meetings. They shall follow the duties of the Special Committees as listed in the Alaska FCE Handbook.

Section 2. Alaska FCE Annual Conference Audit Committee

The Annual Conference Audit Committee shall consist of three (3) members of the hosting district for the purpose of reviewing the books from the Annual Conference and reporting in writing at the following Board Meeting.

Section 3. Audit Committee for Alaska FCE

The Audit Committee shall consist of three (3) members for the purpose of reviewing the Treasurer's books and reporting at the first Board Meeting of the year.

Section 4. Bylaws Committee

The Bylaws Committee shall consist of a Coordinator and at least one (1) representative from each part of the state for the purpose of review and proposals of amendments at least once during each President's term of office.

Section 5. Credentials Committee

The Credentials Committee shall consist of the Alaska FCE Secretary as the Coordinator and two (2) additional members. They will obtain a list of Districts and Clubs from the Treasurer for the purpose of verifying eligibility of delegates. Ensure proper voting procedure at the Annual Meeting and serve as election tellers.

Section 6. Heart of FCE Committee

The Heart of FCE Committee shall consist of a Coordinator and selection committee appointed by the coordinator for the purpose of selecting the Heart of Alaska FCE winner for national recognition.

Section 7. Nominating Committee

Authorized by **Article V. Officers, Elections & Duties, Section 3B**.

Section 8. Parliamentarian

Parliamentarian shall be appointed for the purpose of ensuring business is conducted as prescribed by these Bylaws and the parliamentary authority adopted by Alaska FCE.

Section 9. Other Committees

Other special committees shall be appointed when deemed necessary.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of *ROBERT'S RULES OF ORDER NEWLY REVISED* shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the FCE bylaws.

ARTICLE XII – AMENDMENT OF BYLAWS

Section 1. Standard Notice

These Bylaws shall be amended by a two-thirds (2/3) vote of registered voting delegates at the Annual Meeting of Alaska FCE, provided that written notice of proposed changes has been given to the Alaska State Board and club presidents at least 45 days prior to the Annual Meeting.

Section 2. Annual Meeting Notice

These Bylaws may be amended by unanimous vote of the registered voting delegates present at the Annual Meeting without 45 days prior notice, provided the proposed amendments have been presented in writing at an earlier meeting during the Annual Conference.

ARTICLE XIII – DISSOLUTION

In the event of dissolution, the assets of Alaska FCE shall go to the National FCE.