



BYLAWS

ARTICLE I. NAME

The name of the association shall be the Southwest Association for Family & Community Education. The term “SWFCE” when used hereinafter shall be defined to mean the Southwest Association for Family & Community Education.

ARTICLE II. OBJECTIVES

The objectives of SWFCE, affiliated with the National Association for Family & Community Education and the Associated Country Women of the World shall be:

- A. To further strengthen, develop, coordinate, and extend adult education to improve the quality of living.
- B. To provide opportunity for members to pool their judgement and experiences for the progressive improvement of home and community life.
- C. To offer a means by which members may interpret and promote programs of state, national and international importance to the preservation of life.
- D. To promote family strengths and leadership development.
- E. To function as a nonprofit association as defined under the Section 501(c)3 of the Internal Revenue Code.

ARTICLE III. MEMBERSHIP

SECTION 1

The membership of SWFCE shall be by clubs, county associations, members-at-large, youth or individual honorary members (See Article III, Section 4B) given special recognition by SWFCE. SWFCE shall not discriminate by sex, race, color, age, disability, religion, or national origin. Nor shall SWFCE accept for membership any organization which discriminates in its membership based on sex, race, color, age, disability, religion, or national origin.

SECTION 2

- A. A club or county association applying for membership in SWFCE shall submit its application in writing to the State President for approval by the Executive Committee. Club membership is available only in counties where the county association is a non-member or there is no county association.

This application shall be accompanied by a copy of the constitution and/or bylaws of the club or county association and dues for one year. Current membership forms, which include names, addresses, phone numbers, email and current signatures of all members are to be included.

- B. A state association applying for membership in SWFCE cannot have a separate membership with National FCE or representation at the National level, unless serving as a member of the National Board and with membership in SWFCE.
- C. Members-at-large in SWFCE is available to anyone living in communities where there is no FCE club or county association. Application described in Article III, Section 2 A, except that no constitution and/or bylaws are required.
- D. Youth membership in SWFCE shall be anyone under age 18 years old and not part of a family classification.

SECTION 3

Annual dues are payable on or before October 31 and are delinquent November 15 of current year. Honorary members shall be exempt from payment of dues.

SECTION 4

A person proposed for Honorary Membership in SWFCE:

- A. Shall be known within the SWFCE Association.
- B. Shall have made a distinct contribution to human welfare that in some way strengthens home and family life.

C. Shall be a recognized leader in their field of endeavor.

D. Shall have expressed interest in SWFCE's objectives.

SECTION 5

Clubs, Counties, Members-at-Large and Youth must belong to SWFCE to enjoy local, state, and national functions and benefits.

ARTICLE IV. OFFICERS, ELECTIONS, DUTIES

SECTION 1

The elected officers of SWFCE shall be President, President Elect (every three years), Vice President, Secretary, and Treasurer.

A. The election of officers shall be staggered: President Elect becomes President – Group 1; Secretary and Vice President – Group 2; President Elect and Treasurer – Group 3.

SECTION 2

The qualifications for eligibility to election shall be as follows:

- A. A candidate for President, President Elect, or Vice President must have completed a term as President or officer of an FCE association group or other similar organization/association within the Southwest FCE area.
- B. A candidate for Secretary or Treasurer must have completed a term as an officer of a club, county or state FCE association or other similar organization/association within the Southwest FCE area.
- C. A candidate shall be nominated for not more than one office at the same election, and an officer may not succeed herself/himself in the office, except for Treasurer (see Article IV Section 4 B).

SECTION 3

- A. A three-member Nomination Committee shall be appointed by the President with the approval of the Executive Committee at the Annual Conference prior to election year. The first appointed member shall serve as chair. Each member shall be from a different county.
1. The Nomination Committee shall solicit members for nominations and determine eligibility.
 2. The report of the Nomination Committee shall be sent to the President thirty (30) days prior to Fall State Meeting. It shall be read during the business meeting on the first day of the Fall State Meeting.
 3. Nominate only those who have given their consent in writing.
 4. Those selected as nominees shall attend the Fall State Meeting at no expense to SWFCE.
- B. Following the report of the Nomination Committee at the Fall State Meeting, additional nominations may be made from the floor by any voting delegate, provided the candidate has been endorsed in the approved manner (see Article IV, Section 2).
- C. Officers shall be elected by a majority vote by ballot unless there is only one nominee for an officer, then the Secretary may be directed to cast the ballot of the assembly.

SECTION 4

The term of office shall be as follows:

- A. Officers shall serve a term of three years or until their successors are elected. Newly elected officers shall take office January 1, following the conference/meeting at which they were elected.
- B. No officer shall be eligible to serve more than one term in the same office, with the exception of the Treasurer who may serve two consecutive terms.

- C. In the event of a vacancy in the office of the President, the Vice President shall succeed to the office. Vacancies for the other officers shall be filled through appointment by the President, with the approval of the Executive Committee by majority vote. (See Article VI, Section 2)

SECTION 5

The duties of the President shall be:

- A. To preside at the business meetings of SWFCE, the Board of Directors, and Executive Committee.
- B. To appoint all special committees needed to carry on the work of SWFCE subject to the approval of the Executive Committee.
- C. To assign such duties to the Vice President as will aid in performing the work of the office.
- D. To appoint a three-member Nomination Committee in accordance with Article VIII, Section 2, with the approval of the Executive Committee.
- E. To appoint a three-member Budget Committee, consisting of the current SWFCE Treasurer, serving as chair, the Immediate Past President, and one other from the general membership and one alternate, with the approval of the Executive Committee. (See Article VIII, Section 1)
- F. To appoint an editor of the *SUNSHINE UPDATE*, with the approval of the Executive Committee.
- G. To be an ex-officio member of all committees, with the exception of the Nomination Committee.
- H. To appoint an editor of the Handbook, with the approval of the Executive Committee.
- I. To appoint two (2) members at the beginning of all meetings to review minutes prior to going to all members. (See Article VIII, Section 4)

- J. To perform such other duties as are prescribed in these bylaws and by the parliamentary authority adopted by SWFCE.

SECTION 6

The duties of the President Elect shall be:

- A. To understudy the President.
- B. To serve as an aide to the President in all assigned duties.
- C. To prepare for and succeed to the office of President.
- D. To appoint all Education Chairs, Parliamentarian, Editor, and any other necessary Committee Chairs, prior to the installation as President of SWFCE, subject to the approval of the Executive Committee. These Board Members will assume their duties at the same time as the President.

SECTION 7

The duties of the Vice President shall be:

- A. To perform the duties of the President in the event of a vacancy in that office and to perform all the duties of the President in case of the President's absence, inability to serve, resignation, disability or death.
- B. To serve as an aide to the President in all assigned duties.
- C. To assist counties in promoting and strengthening the Family Community Leadership (FCL) Program.
- D. To promote policies enhancing individuals, families, and communities.
- E. To receive materials from clubs/counties/youth/member states.
 - a. To compile those materials and send to National FCE in the format requested.

SECTION 8

The duties of the Secretary shall be:

- A. To keep records of all the meetings of SWFCE, the Board of Directors and Executive Committee and distribute the minutes within 60 days after a meeting.
- B. To write the minutes of all SWFCE meetings, regardless of how those meetings are held within 10 days following said meetings, copies shall go to the two (2) member Minutes Committee and the President for review and with immediate return to the Secretary with changes and corrections.
- C. To be custodian of all official papers and records.
- D. To keep minutes indefinitely.
- E. To perform any other secretarial duties as assigned by the President and/or Executive Committee.

SECTION 9

The duties of the Treasurer shall be:

- A. To receive and keep records of all the funds of SWFCE and deposit them in a depository as approved by the Executive Committee.
- B. To pay authorized expenses of SWFCE based upon the approved budget and upon written order from the President, using an approved voucher form and original receipt.
- C. To present a statement of accounts at all the meetings of the Executive Committee, the Board of Directors, and at other such times as the President may request.
- D. To submit a full written report at the Annual Conference.
- E. To certify the voting delegates at Annual Conference.

- F. To serve as Chair of the Budget Committee. (See Article VIII Section 1)
- G. To mail (using email or newsletter, or sent mail) notification of the annual dues along with the current membership form to all members no later than September 1 of current year.
- H. To acknowledge the payment of dues and receipt of proper forms by sending an email to the appropriate person. Mail will be used only if email is unavailable.
- I. To keep all 990's indefinitely. To keep other records for a minimum of seven (7) years. After that, anything not considered historical, must be destroyed.

SECTION 10

The Parliamentarian shall serve in an advisory capacity, without vote, on parliamentary matters.

ARTICLE V. BOARD of DIRECTORS

SECTION 1

The Board of Directors shall consist of all members in good standing.

SECTION 2

The duties of the Board of Directors shall be:

- A. To develop plans and policies for reaching the objectives of the SWFCE members.
- B. To make contact with outside agencies and organizations to receive monies and/or grants to be used for specified purpose/s.
- C. To serve as voting delegates at the Annual Conference, State Fall Meeting, and any special SWFCE meetings as called.
- D. A vote of the Board of Directors may be taken by mail, telephone, fax, email, or any combination of these and such a vote shall have the force and

effect of a vote taken at a meeting. Such a vote shall be reported as soon as possible by the same method by which the vote was taken.

All votes taken in this manner will be reflected at the next meeting where official minutes are taken.

ARTICLE VI. EXECUTIVE COMMITTEE

SECTION 1

The Executive Committee shall consist of the President, President Elect (when applicable), Vice President, Secretary, Treasurer, and Immediate Past President.

SECTION 2

The duties of the Executive Committee shall be:

- A. To transact any business of SWFCE, to act in all emergencies, report such action to the membership at the next meeting.
- B. To approve the appointment by the President to fill vacancies which may occur among the officers to complete the unexpired term. (See Article IV Section 2)
- C. To approve the Chairs recommended for appointment by the President and/or the President Elect.
- D. To approval Committees appointed by the President and/or President Elect.
- E. To make plans for the Annual Conference, Fall State Meeting, and any special SWFCE meetings as may be called.

SECTION 3

The Executive Committee may hold a business meeting with the Chairs as deemed necessary by the President.

A vote of the SWFCE Executive Committee may be taken by mail, telephone, fax, email, or any combination of these and such a vote shall have the force and effect

of a vote taken at a meeting. Such a vote shall be reported as soon as possible by the same method by which the vote was taken.

All votes taken in this manner will be reflected at the next meeting where official minutes are taken.

Special meetings of the Executive Committee may be called by written request of the majority officers.

A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE VII. CHAIRS

SECTION 1

Chairs as are necessary to carry on the various phases of work shall be appointed by the President and/or President Elect with the approval of the Executive Committee.

SECTION 2

Chairs shall be eligible to serve one two (2) year term and may succeed themselves for one more term.

SECTION 3

The duties of a CHAIR shall be:

- A. To attend meetings of the Board of Directors.
- B. To give a report to the Board of Directors.
- C. To pass on to the county chairs information received from National Chairs.
- D. To participate in the program of the Annual Conference as assigned or requested by the President or Executive Committee.
- E. To submit an annual report at the Annual Conference and a copy to be give to each of the Executive Committee and the County and Club Presidents.

ARTICLE VIII. COMMITTEES

SECTION 1

A Budget Committee shall be appointed by the President with the approval of the Executive Committee. It shall be chaired by the Treasurer. The Committee shall prepare a proposed budget of anticipated revenues and expenditures to be presented to the voting delegates for action at the Annual Conference. (See Article IV, Section 9)

SECTION 2

A three (3) member Nomination Committee shall be appointed by the President with the approval of the Executive Committee. It shall be chaired by the first nominee appointed by the President. The duties of the committee are designated in Article IV, Section 3.

SECTION 3

A Bylaws Committee shall be appointed by the President with the approval of the Executive Committee, during the second year of the President's term. A Bylaws Committee may also be appointed when deemed necessary.

SECTION 4

A two (2) member Minutes Committee shall be appointed by the President with the approval of the Executive Committee. It shall be chaired by the Secretary. (Article IV, Section 8)

ARTICLE IX. ANNUAL CONFERENCE/MEETINGS

SECTION 1

SWFCE shall meet annually for the purpose of electing officers, developing suggested program/s of work, adopting a budget, hearing reports, and conducting such business as may properly come before it. The designation of the annual meeting shall be Annual Conference.

SECTION 2

Notice of Annual Conference shall be mailed to voting delegates at least 30 days prior to the date of conference.

SECTION 3

The voting delegates at the Annual Conference/Meetings shall be the Executive Committee, all SWFCE members in good standing, SWFCE Chairs, SWFCE Past Presidents. (See Article V Section 1)

The registered voting delegates present at any conference/meetings of SWFCE shall constitute a quorum.

SECTION 4

The meetings of the Annual Conference/Meetings shall be open to general members and visitors.

SECTION 5

A special meeting of SWFCE may be called by the President, a majority of the members of the Executive Committee, or at the written request of a majority of county associations in good standing upon a thirty (30) day notice, stating the purpose of the meeting.

SECTION 6

A vote of the SWFCE Board of Directors and/or the SWFCE Executive Committee may be taken by mail, telephone, fax, email, or any combination of these and such a vote shall have the force and effect of a vote taken at a meeting. The results of the vote shall be reported as soon as possible in the same method by which the vote was taken.

All votes taken in this manner will be reflected at the next meeting where official minutes are taken.

SECTION 7

The President, with the approval of the Executive Committee, shall appoint two (2) Members from the voting delegates at the beginning of the conference/meeting to review the minutes of the conference/meeting. (See Article VIII, Section 4)

ARTICLE X. DUES and FINANCES

SECTION 1

Dues to SWFCE shall be recommended by the Executive Committee and changes submitted to the Membership at the Annual Conference for approval by the voting delegates.

SECTION 2

Expenses for the President and other officers of the Executive Committee incurred in the interest of SWFCE shall be paid by the Treasurer upon receipt of itemized bills and voucher along with original receipt/s signed by the President as authorized in the current budget.

SECTION 3

The fiscal years of SWFCE shall be from January 1 to December 31.

ARTICLE XI. AMENDING BYLAWS

Proposed amendments to these bylaws shall be sent to all members in good standing with a minimum of 14 days' notice.

A two thirds (2/3) yes vote of the voting members present is required to approve proposed amendments sent out with a minimum of 14 days' notice.

A hundred percent (100%) yes vote of the voting members present is required to approve proposed amendment/s without the required notice given.

ARTICLE XII. DISSOLUTION

SWFCE, shall, in the case of dissolution, assign all assets to the National Association for Family and Community Education. If this option is not available, then assets shall be assigned to another similar organization as to purpose or purposes, having an Internal Revenue Service determination or ruling of exception from federal income tax under Section 501(c)3 of the Internal Revenue code of 1954 or comparable provisions.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of *ROBERT'S RULES of ORDER, NEWLY REVISED* shall govern this association in all cases to which they are applicable and in which they are not inconsistent with the SWFCE Bylaws.

ARTICLE XIV. ADOPTION

These bylaws were amended and adopted October 24, 2017.