

CONSTITUTION AND BYLAWS

Virginia Extension Association of Family and Consumer Sciences
*Virginia Affiliate of the National Extension Association
of Family and Consumer Sciences*
Revised May 18, 2011

ARTICLE I

NAME AND OBJECTIVE

Section 1. The name of this corporation is the Virginia Extension Association of Family and Consumer Sciences, hereafter known as the Association.

Section 2. The articles of incorporation are registered in Virginia.

Section 3. The objectives of the Association are:

- A. Promote VEAFCFS and NEAFCS professional growth and development by:
 - 1. Recognizing leadership and achievement.
 - 2. Exchanging of effective educational methodology used in Extension programs.
 - 3. Promoting a professional image of the Extension Educator, Family and Consumer Sciences.
- B. Encourage continued support from all levels of the Extension administration.
- C. Promote communication, among all relevant groups, regarding achievements in the area of Extension Family and Consumer Sciences.
- D. Prioritize programs that meet current social needs and national concerns affecting families and communities.
- E. Provide for VEAFCFS membership and vitae on a website thus strengthening the State Association.

ARTICLE II

MEMBERSHIP

Section 1. The Association is committed to the active involvement of all its members regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. All members will be encouraged to participate in programs and activities and take leadership roles in the Association.

Section 2. Any Extension employee holding a professional appointment who has a degree in family and consumer sciences/home economics or a related field and who is engaged in work in counties/cities, areas, or on the state level, may upon payment of the specified annual dues, become an active member of the Association. Individuals who meet other criteria for membership, but hold a degree in a field other than Family and Consumer Sciences/Home Economics, must have their credentials reviewed and approved for membership by the Association's Membership Committee.

Section 3. Life Member

- A. Any former Extension employee who has been a member of the Association for at least 10 years will be granted life membership upon application to the President and payment of a one-time fee to the Association.
- B. 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 publications upon payment of an annual subscription fee.
 - 4. They shall receive the conference registration brochure at no charge.
 - 5. They may serve as a voting delegate.
 - 6. They shall not be eligible for office.

Section 4. Honorary VEAFCs membership may be presented by action of the Executive Board to persons making outstanding contributions to Family and Consumer Sciences.

ARTICLE III

DUES

Section 1. The dues for annual membership in the state association shall be established by the members at the Annual Business Meeting of the Association. Written notification of proposed changes in the dues shall be made known to the members 30 days prior to the Annual meeting, at which time a vote is to be taken. Dues changes that occur at the national level shall be effective as soon as they are enacted by NEAFCS.

Section 2. The VESA Treasurer shall send to the VEAFCs Treasurer the dues collected and a list of members.

Section 3. The Treasurer of the Association shall send to NEAFCS a list of members and dues collected.

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

Section 5. The membership year of this Association shall be from January 1 to December 31 inclusive.

ARTICLE IV

OFFICERS

Section 1. The elected officers of the Association shall be: President, President-Elect, Vice President for Public Affairs, Vice President for Member Resources, Vice President for Awards and Recognition, Vice President for Professional Development, Secretary, Treasurer, and Immediate Past President. The Registered Agent shall serve as ex-officio member of the Board.

Section 2. Terms of Office

- A. A President-Elect shall be elected in the even year to serve for two years as President-Elect and shall serve as President the following two years or until the successor has been elected. The President-Elect must have previously served on the Association's Executive Board. Current members of the Executive Board are eligible to be elected as President-Elect and may complete the final year of their current term concurrently with the first year of their term as President-Elect.
- B. The Vice President for Member Resources, Vice President for Awards and Recognition, and Treasurer shall be elected in odd years to serve a term of two years or until their successors have been elected.
- C. The Vice President for Public Affairs, Vice President for Professional Development, and Secretary shall be elected in the even years to serve a term of two years or until their successors have been elected.

Section 3. All officers shall assume duties July 1.

Section 4. No member may serve more than one consecutive term in the same elective office.

Section 5. Vacancy of Office

- A. A vacancy in the office of President shall be filled by the President-Elect.
- B. In the event of a vacancy in the office of the President-Elect, the Executive Board shall appoint the Vice President for Public Affairs as acting President-Elect for the unexpired term. The acting President-Elect shall assume the duties and powers of the office of President-Elect, except that the acting President-Elect shall not automatically succeed to the office of President. In years when the President-Elect has been appointed by the Executive Board, both a President and a President-Elect shall be elected for the following year. The acting President-Elect shall be eligible for election to either position.

- C. In the event of vacancies in the offices of both President and President-Elect, the Vice President for Public Affairs shall succeed to the office of the President for the unexpired term. In addition, the individual shall be eligible to seek election to the office of President or President-Elect the following year. The vacancies thus created in the offices of President-Elect and Vice President for Public Affairs and any other vacancy, shall be filled by a ballot vote of the Executive Board.
- D. In the event of a vacancy in the office of Immediate Past President, the vacancy shall be filled by the most recent Past President.

Section 6. Duties of Officers

A. President

- Work with the District Contact Persons in coordinating their efforts in carrying out the organization's objectives and programs.
- Give administration guidance and direction to the programming of the Association.
- Call and preside at Executive Board Meetings.
- Appoint all committees.
- Serve as a member ex-officio of all committees except Nominating.
- Approve the payment of bills.
- Preside over the Annual Session.
- Strengthen public relations and maintain cooperative relations with other organizations.
- Exercise all powers and duties generally pertaining to the office of President as outlined in the NEAFCS Administrative Manual under "Duties of State/Territory Affiliate President."
- Serve on the VESA Board and Extension, college, and university committees/councils as invited or appoint someone to represent the Association.
- Attend NEAFCS Annual Meetings.
- Attend Southern Region Joint Council of Extension Professional (JCEP) Officers Workshop.
- Serve as voting delegate at the national meetings.

B. President-Elect

- Serve as general program chairman of the Annual Session.
- Serve on the VESA Program of Work Committee.
- Serve as chairman of the long-range plan for VEAFCFS.

- Perform all the duties of the office of the President in the event of absence, disability, or at the request of the President.
- Attend NEAFCS Annual Meetings.
- Attend Southern Region Joint Council of Extension Professional (JCEP) Officers Workshop.
- Serve as voting delegate at the national meetings.

C. Vice President for Public Affairs shall:

- Perform all the duties of the office of the President in the event of absence, disability, or at the request of the President and President-Elect.
- Chair and serve as the liaison between the Public Affairs Committee and the Executive Board.
- Serve on the Public Affairs national committee and serve as liaison from national to state.
- Coordinate the committee to develop and implement an action plan which addresses issues related to external communications, coalition building, public policy education, and funding opportunities, as defined by the Executive Board.

D. Vice President for Member Resources shall:

- Chair and serve as the liaison between the Member Resources Committee and Executive Board.
- Serve on the Member Resources national committee and serve as liaison from national to state.
- Coordinate the committee to develop and implement an action plan that addresses issues related to networking opportunities for members with diverse and similar interests. Encourage active participation and leadership.

E. Vice President for Awards and Recognition shall:

- Chair and serve as the liaison between the Awards and Recognition Committee and the Executive Board.
- Serve on the Awards and Recognition national committee and serve as liaison from national to state.
- Coordinate the committee to develop and implement an action plan which addresses issues related to awards.

F. Vice President for Professional Development shall:

- Chair and serve as the liaison between the Professional Development Committee and the Executive Board.

- Serve on the Professional Development national committee and serve as liaison from national to state.
- Coordinate the committee to develop and implement an action plan which provides opportunities for members to develop professionally.

G. Secretary shall:

- Keep complete accurate records of all meetings of the Executive Board and the Association.
- Keep an accurate list of retired members.
- Send and file appropriate correspondence.

H. Treasurer Shall:

- Receive and keep accurate records of money received and disbursed.
- Verify and pay all approved bills.
- Keep the official record of all memberships.
- Serve as chairman of the Finance Committee.
- Submit to the membership a report of all the monies of the Association.
- Submit books to Audit Committee appointed by the President when treasurer changes.

I. Immediate Past President Shall:

- Serve as Parliamentarian at all Association meetings.
- Give counsel to the Executive Board.

J. Registered Agent Shall:

- Be a non-voting board member.
- Complete annual report for State Corporation Commission.
- Maintain a permanent address for the VEAFCs organization.

ARTICLE V

DISTRICT CONTACT PERSONS

Section 1. Each district shall elect a District Contact Person to conduct business and promote objectives of this Association at District Meetings and serve on the Executive Board.

Section 2. District Contact Persons shall be the liaison between the Executive Board and the members in the district.

Section 3. District Contact Persons shall serve a two-year term. (See Standing Rules for election rotation.)

ARTICLE VI

EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers, the District Contact Persons, and the Immediate Past President and Registered Agent as non-voting members.

Section 2. Executive Board meetings shall be held at the call of the President.

Section 3. The duties of the Executive Board are to formulate policy and transact business of the Association between Annual Meetings.

Section 4. The State Program Leader, Family and Consumer Sciences, shall serve as Liaison to the Association and, therefore, to the Executive Board.

Section 5. E-Mail Voting Procedure

1. E-mail voting will be limited to time sensitive items. Pertinent information related to the motion (e.g. contracts, bills, etc.) will be distributed to all board members for their review.
2. Motion is made and seconded (sender obtains second before submitting motion to listserv, includes the name of the person who seconded the motion with the original motion). Date and time should be included in the motion.
3. Motion is sent to board members for discussion by the president.
4. Board members notify president of receipt of message/motion.
5. Discussion of motion will be conducted using the listserv e.g. send to all members.
6. After five business days, the president will summarize the discussion and call for the vote.
7. Board members will have three business days to vote.
8. President will send a message concerning the outcome of the voting.

Motion and outcome will be affirmed at the first board meeting immediately following the e-mail voting and recorded in the minutes

ARTICLE VII

NOMINATING AND ELECTING

Section 1. The President appoints a chair of the Nominating Committee composed of one representative from each Extension District. They shall present a slate of candidates consisting of at least one nominee per office to the membership prior to the annual meeting.

Section 2. Nominations may be made from the floor provided nominee meets the qualifications specified in the Standing Rules.

ARTICLE VIII

STANDING COMMITTEES

The Standing Committees are:

1. Member Resources
2. Public Affairs
3. Awards and Recognition
4. Professional Development
5. Bylaws
6. Finance
7. Nominating.

ARTICLE IX

MEETINGS

Section 1. There shall be one Annual Business Meeting of the Association, which shall be held prior to July 1 to further the objectives of the Association, elect officers, receive reports of officers and committees, and transact any other business that may arise.

Section 2. The President, with the approval of the Executive Board, may call a special meeting of the Association to transact business.

Section 3. Members in attendance shall constitute a Quorum.

ARTICLE X

AMENDMENTS

Section 1. These By-Laws may be amended at any meeting of the Association by vote of 2/3 of the members present.

Section 2. Notice of proposed amendments shall be sent to the membership 30 days preceding the meeting. Amendments may originate at the previous meeting or with the Executive Board.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Section 1. ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the proceedings of VEAFCs & NEAFCS in all cases not provided for in the Constitution and By-Laws, and the Standing Rules, and Policies.