

**WISCONSIN EXTENSION ASSOCIATION OF  
FAMILY AND CONSUMER SCIENCES  
BY-LAWS**

**ARTICLE I - NAME**

The name of this organization shall be the Wisconsin Extension Association of Family and Consumer Sciences. (WEAFCS)

**ARTICLE II - OBJECTIVES**

The objectives of this professional organization are:

1. To promote professional growth and development by:
  - a. recognizing leadership and achievement
  - b. awarding financial support for professional study
  - c. exchanging of effective educational methodology used in Extension Programs.
2. To encourage continued support from all levels of Extension administration.
3. To promote communication among all relevant groups regarding achievement in the area of Extension family and consumer sciences.
4. To develop an awareness of current social needs and concerns affecting families and communities.

**ARTICLE III - MEMBERSHIP**

***Section 1. Active Member***

Any University of Wisconsin-Extension employee working in any capacity with Family and Consumer Sciences programming or Cooperative Extension (CE) Administration with a minimum of a bachelor's degree.

Active membership includes:

State & National Member - dues paid per calendar year and includes membership in both the Wisconsin Extension Association of Family and Consumer Sciences and the National Extension Association of Family and Consumer Sciences and entitled to the rights and privileges of an active NEAFCS member.

***Section 2. Associate Member***

A UW-Extension employee working in any capacity with family and consumer science programming or Cooperative Extension Administration is eligible to join the Wisconsin Association of Family and Consumer Sciences (WEAFCS) as an "Associate Member." This membership may include those who would like to be active in WEAFCS, but not NEAFCS.

Associate membership includes eligibility for WEAFCS awards, committees and conference. Associate members are not eligible for NEAFCS awards. Employees joining as "Associate Member" pay state dues only.

***Section 3. WEAFCs Honorary Member***

Any former Extension employee with WEAFCs active or associate membership at the time of retirement is granted honorary membership in WEAFCs. An honorary member will not pay dues or have voting privileges.

***Section 4. NEAFCS Life Member***

Any former Extension employee who has been a member of the Association for at least 10 years will be granted life membership in NEAFCS upon payment of a one time fee (three time active member dues). Subscriptions to NEAFCS publication available at an additional fee.

***Section 5. Study Leave***

Membership shall be encouraged and facilitated during a member's leave for study.

**ARTICLE IV - OFFICERS**

***Section 1.***

The officers of this organization are: President, Vice-President/Editor, Secretary, Treasurer and President-Elect or Past President.

***Section 2.***

The officers, with exception of President-Elect, shall be elected for a two year term. The President-Elect will be elected one year prior to the term of President. No officer is eligible to serve more than one full term in the same office. The Past President will serve one year following the term as President. The Term of Treasurer shall extend to May 15, to close out the accounts, complete audit procedures and assist the new treasurer.

***Section 3.***

The officers will be elected by a ballot which may be sent electronically to all active and affiliated members in good standing at least 30 days prior to the annual session. The closing date for the return of ballots shall be 15 days from the date of sending of the ballots.

***Section 4.***

All vacancies, with exception of President and President-Elect, will be filled by appointment of the Executive Board for the unexpired term. The Vice President/Editor will assume the duties of the President should a vacancy occur in the office of President within six months after installation and a special election shall be held to fill the position. If the vacancy occurs more than six months after installation, a President shall be elected at the next Annual meeting.

**ARTICLE V - DUTIES OF OFFICERS**

***Section 1.***

The President will perform such duties as pertain to the office. The President has the power to call meetings of the organization and the Executive Board and will preside at such meetings. The President will appoint a nominating committee and other committees in cooperation with the Executive Board which are necessary to carry out the business of the organization. The President is an ex-officio member of all committees with the exception of the Nominating Committee.

***Section 2.***

The President-Elect or Past President will be chair of the by-law revision and nominations committee.

***Section 3.***

The Vice President will perform the duties of the President in case of absence, perform the duties of editing the newsletter, and coordinate the Association Web Page.

***Section 4.***

The Secretary will keep full and accurate records of the proceedings of all meetings of the Executive Board and of the organization; keep a permanent file of all past proceedings of the organization.

***Section 5.***

The Treasurer will keep a full and complete record of money received and paid out, keep a record of membership, prepare and present an annual financial report, annual budget, and will be an ex-officio member of the Finance Committee. The Treasurer also serves on the Member Resources Committee.

**ARTICLE VI - EXECUTIVE BOARD**

***Section 1.***

The Executive Board consists of the elected officers, chairs of the Award and Recognition, Member Resources, Public Policy Education, Professional Development committees, District Representatives and state members who are currently serving on the Executive Board of NEAFCS. Each member shall have one vote.

***Section 2.***

The duties of the Executive Board are to formulate policy, transact business of the organization, approve the appointment of committees and the Historian and select voting delegates to NEAFCS.

***Section 3.***

Any member of the Executive Board on leave for more than six months shall relinquish the duties and be replaced by appointment of the President with Executive Board approval.

**ARTICLE VII - MEETINGS**

***Section 1.***

The annual meeting will be held at a designated time either “face to face,” conference call or using other appropriate technology.

***Section 2.***

Special meetings of the organization or the Executive Board will be called by the President.

***Section 3.***

A quorum to conduct business at an annual meeting is a majority of current WEAFCFS members who are present for the meeting.

## **ARTICLE VIII - COMMITTEES**

### ***Section 1.***

These are the Standing Committees corresponding with NEAFCS consisting of:

- A. Professional Development
- B. Member Resources
- C. Awards & Recognition
- D. Public Policy Education
- E. Other committees necessary to carry out the business of the organization.
- F. Finance & Audit Committee

### ***Section 2.***

The State shall be divided according to administrative districts for the purpose of promoting the objectives of the organization.

### ***Section 3.***

Each district will elect a District Representative each spring who serves as a liaison to the Executive Board, and the organization and is a member of the member resources committee.

## **ARTICLE IX - LIAISON**

### ***Section 1.***

The State Program Director for Family Living Programs is a non-voting member of the Executive Board and serves as liaison to the Family Living Program Area and UW-Extension Administration.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

### ***Section 1.***

Updated Roberts Rules of Order current edition will be the parliamentary authority.

## **ARTICLE XI - AMENDMENTS**

### ***Section 1.***

The by-laws and amendments will be reviewed every 3-5 years unless deemed more frequently by the Executive Board.

### ***Section 2.***

The By-Laws may be amended by a vote of 2/3 of those in attendance at an annual meeting, or 2/3 participating via e-mail, or conference call or other form of technology.

Notice of proposed changes shall be given by mail, electronic communication or through an official publication of the Association 30 days prior to when the vote is to be taken.

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Approved, April 2002  
Amended, September 2004  
Amended, May 2008  
Approved, April 2009