

**WASHINGTON EXTENSION ASSOCIATION  
OF FAMILY AND CONSUMER SCIENCES**

**Bylaws**

**Revised May 12, 2008**

**ARTICLE I - Name**

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

**ARTICLE II - Goals**

1. To promote a spirit of friendliness, cooperation and understanding among members.
2. To establish a close working relationship among members of the WEAFCS and all other professional extension associations.
3. To provide opportunity for the exchange of ideas and methods.
4. To recognize and support the objectives of the National Extension Association of Family and Consumer Sciences (NEAFCS).
  - A. Promote professional growth and development by:
    1. Providing for and recognizing leadership and achievement.
    2. Awarding financial support for professional study.
    3. Exchanging effective educational methodologies.
  - B. Conduct programs that meet current social needs and concerns affecting families and communities.
  - C. Communicate present and potential contributions of Extension Educators.
  - D. Network and/or build coalitions with organizations that support programs that benefit individuals/families and enhance the profession.
5. To promote professional improvement.

**ARTICLE III - Membership**

- Section 1. Active Membership. An extension employee working in any capacity with home economics programming, who has a degree in home economics or a related field, upon payment of dues may become an active member of WEAFCS and NEAFCS. An individual who has a degree in a related field but not in home economics, shall have their credentials reviewed for approval by WEAFCS.
- Section 2. Honorary Member. Any retired extension employee who has been a member of the WEAFCS for at least ten years and granted honorary membership by NEAFCS.
- Section 3. State Only Member: Members who have the rights and privileges of State Membership but not of NEAFCS.
- Section 4. Membership in WEAFCS is open to all persons regardless of race, color, sex, age, religion, national origin, disability or sexual orientation.

**ARTICLE IV - Dues**

- Section 1. Dues shall include NEAFCS dues as determined, plus WEAFCS dues as voted on by the membership.
- Section 2. The fiscal year shall be January 1 through December 31. Dues are payable to the state treasurer by December 15 prior to the new membership year. New members of extension faculty may become members at any time during the year.
- Section 3. WEAFCS dues may be changed by majority vote at the annual meeting.

## **ARTICLE V - Officers**

- Section 1. The officers of WEAFCFS shall be President, President-Elect, Vice President, Secretary and Treasurer.
- Section 2. The tenure of office shall be two (2) years except for the President-Elect which shall be for (1) year, at which time shall assume the duties of President. All officers shall assume the duties in December following elections.
- Section 3. All vacancies shall be filled by appointment by the President with the approval of the Executive Committee for the unexpired term. If the office of President is vacated, the Executive Board will appoint a replacement.
- Section 4. All officers shall have records up to date and condensed at the expiration of their term of office. Records of the past two (2) years shall be given to incoming officers; all other records shall be given to the historian.
- Section 5. Representatives to the Washington Cooperative Extension Assembly Board of Directors shall be the President and one other member as appointed by the President. Appointment must assure east and west representation.

## **ARTICLE VI - Elections**

- Section 1. Elections shall be by written or email ballot and shall be held during the month of November except when circumstances dictate that the election be postponed.. The Vice President, Secretary and President-Elect shall be elected in odd years. The Treasurer shall be elected in even years. The President Elect shall assume the office of President in December, one full year after being elected, (i.e. the even year).
- Section 2. Criteria for nominating President-Elect shall include:
1. Attendance at three (3) annual WEAFCFS meetings;
  2. Active membership in WEAFCFS for at least three (3) years and active membership in NEAFCS;
  3. Held at least one (1) elected WEAFCFS office;
  4. Served as chairman of at least one (1) state committee.
- Section 3. Criteria for nominating Vice President, Secretary and Treasurer shall include:
1. Attendance at one (1) annual WEAFCFS meetings.
  2. Membership in WEAFCFS for at least one (1) year.
  3. Serving on at least (1) state committee.

## **ARTICLE VII - Duties of Officers**

- Section 1. President
1. To perform such duties as pertain to the office.
  2. To appoint with the approval of the Executive Committee all committees necessary to carry on the business of WEAFCFS. Standing Committees shall serve for (2) years.
  3. To recommend, with the Executive Committee, WEAFCFS members for NEAFCS Committees and offices.
  4. To represent WEAFCFS at the NEAFCS annual meeting in odd years with financial assistance from WEAFCFS.
  5. To serve on the Board of Directors of the Washington Cooperative Extension Assembly.
  6. To represent WEAFCFS with other organizations or to delegate a member to represent WEAFCFS.
  7. To confer with the Executive Committee on payment of unbudgeted major items.

## **ARTICLE VII - Duties of Officers** (continued)

### Section 2. President Elect

1. To become well acquainted with the duties of president.
2. To appoint committees prior to taking office of president.
3. To represent WEAFCFS at the NEAFCS annual meeting in even years with financial assistance from WEAFCFS.
4. To represent WEAFCFS at the NEAFCS Regional State President's workshop.

### Section 3. Vice President

1. To perform all duties of the president in case of absence or inability to serve.
2. To work as closely as possible with the president and assist in carrying out the activities of WEAFCFS.
3. To be general chair of the annual meeting of WEAFCFS and coordinate the agenda with the Executive Committee. Work with Arrangements Chair.

### Section 4. Secretary

1. To keep a record of all meetings of WEAFCFS and Executive Committee.
2. To be responsible for all necessary correspondence.
3. To maintain a permanent file of WEAFCFS secretarial records.

### Section 5. Treasurer

1. To keep the financial records of WEAFCFS and submit them to the audit committee by December 31 of each membership year.
2. To pay obligations incurred by WEAFCFS and approved by the executive committee and president.
3. To collect WEAFCFS and NEAFCS dues and forward NEAFCS dues on due dates.
4. To serve as a member of the financial committee.
5. To maintain the permanent file of WEAFCFS financial records.

## **ARTICLE VIII - Executive Committee**

### Section 1.

Members of the Executive Committee shall be President, President-Elect, Vice President, Secretary and Treasurer, plus one east or west representative if all officers are from one side of the state. The newsletter editor shall also serve as a member of the Executive Committee.

### Section 2. Duties of the Executive Committee:

1. To approve payment of unbudgeted items.
2. To transact any important business of WEAFCFS which cannot be held over for a general meeting.
3. To approve all WEAFCFS committee appointments and WEAFCFS recommendations for NEAFCS committees and offices.
4. To appoint members to fill the unexpired terms of WEAFCFS offices.
5. To set a date and place for the annual meeting.
6. Maintain a commitment to diversity, seek out and involve as many members as possible for leadership positions regardless of race, color, sex, age, religion, national origin, disability or sexual orientation.
7. Review policies, rules and traditions that may block or discourage active involvement of all associate members.

## **ARTICLE IX - Meetings**

- Section 1. The Executive Committee will set the time and place of the Annual Meeting and other general meetings if deemed necessary.
- Section 2. All Extension faculty in Family Living who hold degrees in Home Economics or a related field may attend WEAFCFS meetings. Only paid members of WEAFCFS may vote at WEAFCFS business meetings.
- Section 3. A quorum is a majority of those members present and voting at the meeting provided the meeting has been announced 30 days in advance.

## **ARTICLE X - NEAFCS Annual Meeting Delegate**

- Section 1. The number of voting delegates to the NEAFCS Annual Meeting is determined by NEAFCS according to the number of paid WEAFCFS members. All states are allowed a minimum of two voting delegates. The third is added after 62 members.
- Section 2. In the odd years the President shall represent WEAFCFS at NEAFCS Annual Meeting. In case the President cannot attend, the Executive Committee shall appoint an alternate delegate.
- Section 3. In the even years the President-Elect shall represent WEAFCFS at NEAFCS Annual Meeting. In case the President-Elect cannot attend, the Executive Committee shall appoint an alternate delegate.
- Section 4. The second voting delegate shall be the Distinguished Service Awardee.
- Section 5. Financial assistance from WEAFCFS will be provided the official delegates.
- Section 6. When it is necessary for the Executive Committee to appoint an alternate delegate, interested members must submit in writing to the Executive Board their interest in representing the Association at NEAFCS

## **ARTICLE XI - Dissolution**

If for any reason whatever WEAFCFS be dissolved, the funds are to be given to the Washington State University Home Economics scholarship fund.

## **ARTICLE XII - Amendments**

- Section 1. These Bylaws may be amended by majority vote of members attending the annual meeting.
- Section 2. Proposed changes must be submitted to the membership one (1) month prior to the annual meeting.

## **ARTICLE XIII - Parliamentary Authority**

- Section 1. Robert's Rules of Order shall be the authority in all matters not covered by these Bylaws.
- Section 2. The parliamentarian will be the chairman of the Bylaws Committee.

## **ARTICLE XIV - Committees**

Section 1. Standing Committees of WEAFCFS shall be those in accordance with NEAFCS:

### **Public Affairs**

- Public Policy Issues
- AAFCS Representative
- Auditing
- Networking and Coalition Building
- Minority Network/Equal Employment Opportunity

### **Professional Development**

- Professional Improvement
- Arrangements
- Research and Studies

### **Member Resources**

- Membership
- Newsletter Editor
- Nominating
- Bylaws and Parliamentary Procedures
- Retirement
- Historian
- Finance
- Salary Issues

### **Awards and Recognition**

- Distinguished Service/Florence Hall/Paraprofessional
- Public Relations.

Section 2. The President may appoint with the approval of the Executive Committee, any other committees necessary to carry on the business of WEAFCFS.