BYLAWS OF THE
BURLEIGH COUNTY FAMILY AND COMMUNITY EDUCATION COUNCIL
(Adopted 06/01/1993)
(Amended 04/07/2016)

ARTICLE I – NAME
The name of this organization shall be the Burleigh County Family and Community Education Council.

ARTICLE II – PURPOSE
The purpose of this organization shall be:
1. To further promote, coordinate, develop and extend adult and youth education opportunities in cooperation with the Cooperative Extension Service.
2. To unite and strengthen the interests and activities of the FCE clubs of the county through close association.
3. To act as advisory body to the Cooperative Extension Service in matters which concern the general welfare of FCE club work.
4. To establish and maintain active cooperation with other educational and service organizations and agencies within the county.

ARTICLE III – MEMBERSHIP
Section 1. All FCE clubs within the county shall be members of the Burleigh County Family and Community Education Council. A representative shall represent the FCE clubs. In choosing the official delegate and visiting delegate, the county must not discriminate because of race, color or national origin.

Section 2. Each club shall have one vote to be cast by the club representative.

Section 3. Mail Box Members shall maintain the same privileges as a club member. They may attend the county meetings and are eligible for county offices. Mail Box Members as a group shall have one vote like any club. State dues and county dues shall be paid as assessed.

ARTICLE IV – FISCAL AFFAIRS
Section 1. Fiscal Year
The Fiscal year of the Family and Community Education Council shall begin October 1 and ends September 30.
Section 2. Dues

a. Annual State dues shall be assessed by the NDFCE. Annual county dues shall be assessed as stated by the County Council.

b. All dues are payable to the Treasurer of the County Council at the fall council meeting.

c. A county is entitled to an official delegate if all the clubs in that county have paid state dues, prior to January 1 preceding the annual meeting.

Section 3. Finances

Expenses incurred by the official delegate while attending State Council meeting are to be paid through council funds.

Section 4. Audit

The Executive Council shall provide for such audit and control of its funds as are necessary to assure their safekeeping and complete accounting. This audit shall take place at the beginning of a new treasurer’s term.

ARTICLE V – OFFICERS

Section 1. Elective Officers

The Elective officers of this council shall be the President, President-Elect, Vice President, Secretary and Treasurer.

Section 2. Appointive Officers

The Appointive officers of this council shall be chairperson for: family environment, global, special community projects and such other officers shall be appointed by the president with the approval of the Executive Council.

ARTICLE VI – NOMINATIONS AND ELECTIONS

Section 1. Nominations

a. Nominating Committee shall be appointed at the Fall Council meeting. Their duties shall be to handle incoming nominations from clubs and or prepare a slate of candidates to be presented at the Spring Council meeting.

b. President-elect candidate shall be determined by the club according to a rotational schedule.

c. Candidates for other elective offices shall be former or current club presidents or any individual club members who has sufficient acquaintance with the county organization to serve effectively.
d. Nominations may be made from the floor at time of the election, provided consent of the nominee has been obtained.

Section 2. Elections

a. Elective officers shall be elected at the Spring Council meeting.

b. The Treasurer and President-Elect shall be elected on even numbered years and the secretary and Vice President on odd numbered years. No officer may hold the same office for more than three (3) consecutive terms.

c. Election shall be by ballot.

d. A majority of the votes cast shall be necessary for election.

e. The President-Elect shall serve one year as President-Elect and the next two years as President. Installation of President-Elect to President shall be on odd numbered years.

f. Installation of elected officers shall be conducted upon adjournment of the Spring Council meeting.

Section 3. Vacancies

a. Elective Office. A vacancy in an elective office, except that of the President, shall be filled by appointment made by the President until the next annual meeting. A vacancy in the presidency shall be filled by the Vice President unless there is a President-elect. The new President will appoint either a President-Elect or Vice President.

b. Appointive Office. A vacancy in any appointive office shall be filled by appointment made by the President, with the approval of the Executive Council, such appointment to be for the balance of the unexpired term. Appointive Office.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. Duties of Elective Officers

a. President. As the Executive Officer, the President shall:

1. Preside at all meetings of the council and executive council.

2. Be the official representative of the council in the activities of the council on all levels.
3. Issue the official call for council and executive council meetings.

4. Appoint the chairman and members of all county committees, after consultation with the executive board.

5. Be responsible for taking the necessary steps to bring the council bylaws up-to-date.

b. President-Elect. The President-Elect shall:
   
   1. Prepare for office of President.
   
   2. Assist the President and perform all assigned duties during the one-year term of office.
   
   3. Serve with vote on the Executive Committee and Board.
   
   4. Not supersede the Vice-President for organization in assuming leadership in the absence of the President.

c. Vice-President. The Vice President shall:
   
   1. Preside at meetings in the absence of the President.
   
   2. Perform such other duties as requested by the President or executive council.
   
   3. Collect Family and Education report and send to district director.
   
   4. Serve as the Public Relations and Membership Coordinator.
   
   5. Act as Historian and maintain the FCE scrapbook.

d. Secretary. The secretary shall:
   
   1. Record and keep in her custody the minutes of all meetings of the council and executive council.
   
   2. Keep a list of affiliated clubs and a record of their attendance at the annual meeting.
   
   3. Keep all correspondence on file and be prepared to read correspondence at council and executive council meetings.
   
   4. Have available for reference at all meetings a copy of the council bylaws.
5. Call the meeting to order and see that a chairman pro tem is elected in the absence of the President and Vice President.

6. Preform such other duties as requested by the president or executive council.

e. Treasurer. The Treasurer shall:

   1. Keep an itemized account of all receipts and disbursements.

   2. Be responsible for collecting all dues and other money due the council from affiliated clubs.

   3. Pay all bills that are verified by the president or executive council.

   4. Submit a detailed financial report to the Fall and Spring Council and at such other times as requested by the executive council.

   5. Submit the records for audit following her completed term of office.

   6. Preform such other duties as requested by the president or executive council.

Section 2. Duties of Appointed Officers

All officers shall submit semi-annual reports to the Extension Office at the Fall and Spring council meetings.

ARTICLE VIII – MEETINGS AND QUORUM

Section 1. Time, Place and Notification

a. The Council shall hold two regular meetings to be known as the Fall and Spring Council meetings to conduct the business of the council.

b. Notice of meetings shall be sent to all county clubs and to the members of the executive council at least thirty (30) days prior to the meeting.

Section 2. Representation

Voting Body. The voting body of the Fall and Spring council meetings shall consist of the members present.

Section 3. Voting. A member of the voting body shall cast no more than one vote.

Section 4. Quorum. Two-thirds (2/3) of the official delegates at the meeting shall constitute a quorum.
ARTICLE IX — EXECUTIVE COUNCIL

Section 1. Membership.

The Executive Council shall be comprised of the Elective and Appointive Officers. The County Extension Home Economist will serve as adviser.

Section 2. Powers and Duties

In accordance with the bylaws, the Executive Council shall have the power and authority over the administrative affairs of the council in the interim between Fall and Spring meetings of the council. It shall also:

a. Recommend at the Fall and Spring Council additional standing committees as are considered necessary for the work of the council.

b. Approve the establishment of special committees.

c. Provide for an audit and control of council funds.

Section 3. Meetings and Quorum

a. The Executive council shall meet prior to the Fall and Spring Council to carry on such business as necessary. Special meetings may be called by the president or a majority of members of the executive council.

b. A simple majority of the members of the members of the executive council shall constitute a quorum for a meeting.

ARTICLE XI – RULES OF ORDER

The rules contained in Roberts Rules or Order, Newly Revised shall govern the council in all instances in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XII – AMENDMENTS

The provisions of these bylaws may be amended at any Fall or Spring council meeting by a two-thirds (2/3) vote of those present and voting thereon, provided notice of the proposed amendment shall have been given to each club prior to the Spring council meeting; or if previous notice has been given, by unanimous vote of the delegates present at the meeting and voting.

Adopted June 1, 1993
Amended April 7, 2016