BYLAWS OF THE
MICHIGAN EXTENSION ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

ARTICLE I
Name
The name of this organization shall be Michigan Extension Association of Family and Consumer Sciences. (Will be hereafter referred to as MEAFCS.)

ARTICLE II
Object
1. To encourage professional improvement.
2. To provide opportunity for recognition of leadership and service.
3. To exchange ideas and methods.
4. To promote a positive image of Extension Educators within Michigan Extension and the community.
5. To demonstrate leadership and cooperation in MEAFCS.
6. To function as a representative body for matters of concern to both Extension administration and members.
7. To demonstrate leadership and cooperation in state and national groups.

ARTICLE III
Members
Section 1 Classes of membership
a.) Active members
Any staff member with a minimum of a bachelor's degree in Family Consumer Sciences or a related field, working in any capacity with Family Consumer Sciences programming shall be eligible for membership and may become an active member of the MEAFCS upon the payment of dues. MEAFCS members are automatically members of the National Extension Association of Family and Consumer Science (NEAFCS). All active members may serve on committees, as Regional Directors and Alternates. Only staff with Step II status or higher in the MSUE Career Path are eligible to be president-elect. All active members are eligible for awards and professional development.

b.) Retirees
Any former MEAFCS member who has retired and was a member of MEAFCS at the time of retirement, may upon payment of a specified annual due, become a retiree member of the association. May be appointed and serve on committees and serve as advocates for the profession and strengthen the linkage between current and former members. They would not hold office, vote, make motions, debate, or receive awards and fellowships.

Membership will not be denied on the grounds of race, color, national origin, gender, religion, disability, age, political beliefs, sexual orientation, marital status, or family status.

Section 2 Membership of Good Standing and Resignations
a.) Members shall be in good standing upon payment of dues.

b.) The number of awards available to each state in some categories are based on the membership turned in to state by January 15 and National by February 1 deadline.

c.) Active members who cease employment with Michigan State University Extension for reasons other than retirement forfeit their membership.

ARTICLE IV
Dues
Section 1. Dues shall be determined annually by membership at annual meeting and shall be sufficient to maintain membership for association members in the following associations:

a). Michigan Extension Association of Family and Consumer Science
b.) National Extension Association of Family and Consumer Science

Section 2. Membership year shall be January 1 to December 31. Dues for the upcoming year must be paid by January 15.

ARTICLE V Officers and Directors

Section 1. Officers and Regional Directors of the association shall be:

President
President Elect
Secretary
Treasurer
Immediate Past President

There will be one Regional Director and One Alternate Regional Director elected from each region.

Section 2. Qualifications and Duties:

a.) Qualifications

1.) To be eligible to serve as president-elect, the candidate must have achieved Step II status in the MSUE Career Path, been a member of the Association for a minimum of three years, and served as an officer or Regional Director.
2.) To be eligible to serve as Secretary or Treasurer, the candidate must have been a member of the Association for a minimum of two years.
3.) To be eligible to serve as Regional Director, the candidate must have been an Association member for a minimum of two years.
4.) To be eligible to serve as alternate Regional Director, the member must have been an Association member for a minimum of one year.

b.) Duties

1.) The president shall:
   a.) Preside at all regular and special meetings.
   b.) Appoint standing and special committees and make special assignments as needed.
   c.) Represent the Association and act as first voting delegate at NEAFCS.
   d.) Represent the Association or appoint authorized delegates as representatives to state and national meetings.
   e.) Other duties as specified in Association Handbook.

2.) The President-elect shall:
   a.) Act in all capacities in the absence of the President.
   b.) Succeed to the office of President the year following election.
   c.) Other duties as specified in the Association Handbook.

3.) The Secretary shall:
   a.) Keep complete, accurate records of all meetings of the Association.
   b.) File correspondence as directed by President.
c.) Other duties as specified in the Association Handbook.

4.) The Treasurer shall:
   a.) Receive dues and render an account of funds collected and paid out.
   b.) Send a statement to each person who is eligible for membership in the Association.
   c.) Send required dues to NEAFCS for each paid member of the Michigan Association on or before the date designated by the Association.
   d.) Other duties as specified in the Association Handbook.

5.) The Regional Director shall:
   a.) Make arrangements and preside at regional meetings when such meetings are needed.
   b.) Represent Extension Educators of their region, at meetings of the Association.
   c.) Chair Regional Committee.
   d.) Act as liaison between Association Board and Extension Educators in region, informing them of important business and action taken at Association Board meetings.
   e.) Serve as member of the Nominating Committee.
   f.) Other duties as specified by the Association Handbook.

6.) The Alternate Regional Director shall:
   a.) Act in absence of Regional Director.
   b.) Serve as Secretary for Regional Association Meetings.
   c.) Other duties as specified by the Association.

Section 3
The officers shall be elected at the annual fall membership meeting. Regional Directors and Alternate Directors shall be elected by the members in their own region, on alternate years. Those in the even numbered regions will be elected in the even numbered calendar years; those in the odd numbered regions elect in the odd calendar years.

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<thead>
<tr>
<th>Region I</th>
<th>UP-North</th>
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<tbody>
<tr>
<td>Region II</td>
<td>Central</td>
</tr>
<tr>
<td>Region III</td>
<td>Southeast</td>
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<tr>
<td>Regional IV</td>
<td>Southwest</td>
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</tbody>
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Section 4
Term of Office
1.) President-elect automatically becomes President the following year.
2.) The following officers are elected yearly; President-elect, Secretary, and Treasurer.
3.) The Secretary and Treasurer are eligible for re-election for one year.

Section 5
A majority vote of eligible ballots cast, using an online survey site, executed prior to either of the two full membership meetings for the Association shall constitute an election. Majority does not mean more than half of the membership, but of the votes cast. Note: In the event of a tie, a secondary vote of the members present will be held at the membership meeting.

Section 6
Officers, Regional and Alternate Directors shall assume duties of their office immediately following the Fall Annual Meeting.

Section 7
Vacancies
If a vacancy should occur in the office of Secretary or Treasurer, the President shall appoint an eligible member to fill the unexpired term. If a vacancy should occur in the office of President-elect, the President shall appoint an eligible member until election
could be held at a membership meeting. If a vacancy should occur in the office of Regional Director, the Alternate-Director in the region would fill the un-expired term and an Alternate Director would be elected by the region.

ARTICLE VI  Membership Meetings

Section 1  Two membership meetings of the Association shall be held each year.

a.) To coincide with major state events whenever possible.
b.) Annual Meeting will be held in the fall.

Section 2  Special meetings may be called at the order of the President or by any officer at the request of a member.

a.) Business may be transacted at special membership meetings if written/verbal notice has been given to the membership within 10 days.

Section 3  Business may be conducted by reaching consensus of members present. (See “A New Look at Parliamentary Procedures” NCR Bulletin 48). Any member edition of “Robert’s Rule of Order.”

Section 4  A quorum of 20% of Membership must be present to transact business.

ARTICLE VII  Board of Directors

Section 1  Shall be made up of officers of the Association, the directors from each of the regions and the Immediate Past-President who acts as Parliamentarian, Non-voting Board members shall include the representatives to MAFCS, State members serving as NEAFCS officers, and committee chairs.

ARTICLE VIII  Executive Committee

Section 1  Shall be made up of the President, President-elect, Secretary, Treasurer and Immediate Past-President.

Section 2  Shall be responsible for Association business that requires immediate attention between Board meetings. Executive committees can conference at the request of the President with simple majority. (1 over 1/2)

Section 3  Shall serve as MEAFCS representatives to Michigan Council of Extension Associations with three (3) voting delegates.

ARTICLE IX  Committees

Section 1  Standing Committees are Nominating, Budget and Audit. Duties and membership of standing committees are listed in the Association Handbook.

Section 2  Regional Committee Assignments:
- Public Affairs
- Awards and Recognition/Historical Records
- Professional Development
- Member Resources/Public Relations

The Regional Committee assignments are rotated among regions. (Refer to MEAFCS Handbook.)

ARTICLE X  Amendments

Section 1  The by-laws may be amended by a vote of two-third of the members present at a membership meeting and/or by absentee ballots.
ARTICLE XI  Revision of By-laws

Section 1  By-laws shall be reviewed every two years by a Board-appointed committee working with the MEAFCS Members Resources Region.

Section 2  The MEAFCS Handbook shall be updated at the same time.

Section 3  Titles in by-laws may be editorially changed by simple majority.

ARTICLE XII  Dissolution

In the event the Association shall terminate or dissolve by actions of members of the Association or for any other reason, the property and assets of the Association shall be disposed of by members present and voting at the meeting dissolving or terminating this Association, by transfer to the National Extension Association of Family and Consumer Science. In the event that no action is taken by the members, the property and assets of the Association shall be transferred to a non-profit charitable organization by the Circuit Judge of Ingham County, Michigan. In no event shall any of the property or assets of the Association be distributed to any members of the Association.

Adopted  1932