

CONSTITUTION OF THE OKLAHOMA EXTENSION ASSOCIATION OF FAMILY AND CONSUMER SCIENCES

Amended 4-10-08; 1-14-16, 4-20-17, 5-26-18

ARTICLE I – *NAME*

The name of the organization shall be “The Oklahoma Extension Association of Family and Consumer Sciences, Incorporated.”

ARTICLE II – *OBJECTIVES*

SECTION 1.

The objectives of the Association shall be to provide a permanent state organization for Extension Educators of Oklahoma, whereby,

- A. Professional standards are raised;
- B. Fellowship among members is promoted;
- C. Centralized means for exchange of ideas and methods is provided;
- D. Membership participation is stimulated and strengthened;
- E. Opportunity is provided for recognition of leadership and service.

SECTION 2.

The registered office of the corporation shall be in Stillwater, Oklahoma.

SECTION 3.

Fiscal year of this association shall be July 1 – June 30.

ARTICLE III - *MEMBERSHIP*

The classification for membership shall be:

A. Active

SECTION 1. Active Members:

1. Those eligible for active membership shall be any regularly employed

Extension Professional with a minimum of a bachelor's degree who is actively engaged in Extension work in any area of family and consumer sciences, at the county, area, district, or state level. They may become an active member of the Association upon payment of annual membership dues.

2. Active members shall be granted full rights and privileges:
 - a) They may receive awards, fellowships, and grants.
 - b) They may serve on committees or chair committees, serve as voting delegates or hold elected office.
 - c) They shall receive the NEAFCS Annual Session registration information.
 - d) They shall be granted access to NEAFCS.org which includes publications and other resources, upon payment of dues.
 - e) They may submit proposals to present at NEAFCS Annual Sessions through the Program Review Process.
 - f) They may submit articles for publication in the Journal of NEAFCS.
 - g) They may attend and submit proposals to present NEAFCS webinars.

B. Life

SECTION 2. Life Members:

1. Any former Extension employee who has been a member of the Association for at least ten (10) years, and has retired, resigned, or otherwise become ineligible for affiliate membership, will be granted life membership upon payment of a one-time fee to the National Association. Life members shall not pay state dues.
2. Life members shall be granted the following rights and privileges:
 - a) They may receive awards, fellowships, and grants.
 - b) They may serve on sub-committees and serve as sub-committee chairs.
 - c) They shall receive the NEAFCS Annual Session registration information. They shall pay registration fees at the same rate as Active Members.
 - d) They shall be granted access to NEAFCS.org, which includes publications and other resources, upon payment of dues.
 - e) They may submit proposals to present at NEAFCS Annual Session through the Program Review Process.
 - f) They may serve as voting delegates, when a state/territory affiliate lacks sufficient delegates to the Annual Business Meeting.
 - g) They **shall not** be eligible for elected office.

C. Student

SECTION 3. Student Members:

1. A full time undergraduate or graduate student enrolled in a university, college, or other educational setting, studying family consumer sciences or related field with an interest in Extension Education as a future career who is not currently employed as an Extension Educator. Student members may seek membership in OEAFCS and/or NEAFCS by paying the designated dues amount of \$20 to the state treasurer and one half national if applicable. Membership may be obtained by submitting a student status statement verifying their full time student status.
2. Student member shall be granted the following rights and privileges for State only membership:
 - a) They may receive as eligible awards, fellowships, and grants.
 - b) They may serve on subcommittees.
 - c) They may receive the conference registration brochure via e-mail. They shall pay registration fees at the discretion of the VP of Professional Development.
 - d) They shall receive all publications via e-mail upon payment of dues.
 - e) They **shall not** be eligible for elected office, serve as sub-committee chairs, or serve as voting delegates.
3. Rights and privileges for National Student Membership will follow those outlines in the NEAFCS bylaws.

SECTION 4.

The Oklahoma Association provides equal opportunity to each eligible Extension Professional does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures.

ARTICLE IV - DUES

SECTION 1.

The annual dues shall include District, State, and National. State dues shall be determined by the budget committee and approved by the membership of the Association. NEAFCS determines the amount of national dues.

SECTION 2.

Dues are due December 1 and payable in advance. Members coming into The Extension Service January 1-July 1 pay a full year dues. A new member affiliating after July 2 shall pay ½ of the state dues plus the full

amount of national dues.

SECTION 3.

OEAFCs members may become life members if they meet the requirements of membership as stated in Article III and by paying a one-time fee for a life membership to the NEAFCS as per national requirements.

ARTICLE V - OFFICERS

SECTION I. **Officers.**

- A. The Officers of the Association shall be the President, Vice-President for Public Affairs, Vice-President for Professional Development, Vice-President for Member Resources, Vice-President for Awards and Recognition, Secretary, Treasurer, President-Elect, Secretary-Elect, Treasurer-Elect, and a District Representative from each OCES district. The Historian and Chaplain shall be appointed by the President for the President's tenure of office.
- B. The Parliamentarian and Nominating Committee Chair shall be the immediate past president.

SECTION 2. **Qualifications.**

- A. Officers shall be elected from the active membership of the Association.
- B. The elected officers of Vice-President, Secretary, Treasurer, and District Representative must be:
 - 1. Members of the Association for three years.
 - 2. Be in attendance at the Annual State Meeting at the time votes are cast for election.
- C. The president shall be selected from any of the past elected officers of Vice-President, Secretary, Treasurer, or District Representative. The candidate should meet the qualifications of the other officers as above and be an Association member for five years.

SECTION 3. **Term of Office.**

- A. Officers shall be elected for a term of two years, and shall not succeed themselves in the same office if they have served a full term.

- B. President-Elect and Treasurer-Elect shall be elected on uneven years so as to take office in the even years. The Vice-President of Public Affairs and Vice-President of Members Resources shall be elected in even years and take office at the close of the Annual Meeting the years they are elected. The Vice-President of Professional Development and Vice-President of Awards and Recognition shall be elected in odd years and take office at the close of the Annual Meeting the years they are elected. The Secretary-Elect shall be elected in even years so as to take office in uneven years.
- C. The District Representative from the Northeast and Southeast shall be elected on the even years, and the West District on the odd years. The District Representative shall take office at the close of the Annual Meeting the year they are elected.

SECTION 4. Vacancy of Office

- A. In case of vacancy in the office of President, the Vice-President for Public Affairs shall assume the title and duties of the office.
- B. All other vacancies except District Representative shall be filled by appointment by the President with executive board approval.
- C. A District Representative may be appointed by President to serve until the first district meeting of members in that district at which time the vacancy will be filled by election by a quorum of members from the district.

ARTICLE VI - DUTIES OF OFFICERS

SECTION 1. The duties of the President shall be:

- A. Preside at all regular meetings, board meetings, and special meetings.
- B. Member ex-officio of every task force and committee except nominating committee.
- C. Appoint historian, chaplain, and all task force or committee chairmen except the nominating committee with the approval of the executive board.
- D. Official representative of the Association.
- E. Serve and appoint other elected officers from the Association to serve on a joint meeting of OEAFCs, OAE4HA, OAEAA, and ESP, and will

serve as chairman for one (1) year of the group on a regular three (3) year rotation.

- F. Work with Association officers and district's representative in coordinating their efforts in carrying out the organization's objectives and programs.
- G. Approve the payment of bills.
- H. Strengthen public relations and maintain cooperative relations with other organizations.
- I. Fulfill all specific duties as defined in the handbook under Duties of President.
- J. Attend Southern Region Leadership Meeting.
- K. Attend the first scheduled Public Issues Leadership Development (PILD) Conference after assuming office.

SECTION 2. The duties of the Vice-Presidents shall be:

- A. Attend all Executive Board and Association meetings.
- B. Serve as member ex-officio of all sub-committees within their committee.
- C. Work in coordination with the other Vice-Presidents in carrying out plans for the Annual Meeting.
- D. Develop a plan of work with committee including time-line and budget.
- E. Anticipate the need for budget and present request to the Finance Committee at appropriate time.
- F. Fulfill specific duties as defined on the OEAFCS website under duties of each Vice-President.
- G. Assemble all materials belonging to office, add suggestions and deliver to successor.
- H. Vice-President of Public Affairs shall attend PILD conference during second year of office.

SECTION 3. The duties of the Secretary shall be:

- A. Keep accurate records of all meetings of the Association.
- B. Attend to correspondence as directed by the President.
- C. Receive and keep properly filed all important communications.
- D. Order and disperse official stationery. Update and disperse electronic letterhead to President.
- E. Attend all Executive Board and Association meetings.
- F. Fulfill all other specific duties as defined on the OEAFCS website under duties of the Secretary.

SECTION 4. The duties of the Treasurer shall be:

- A. To receive money and render an account of funds collected and paid.
- B. To keep a record of the names of active members and send current copies to President, Vice-Presidents, Secretary, District Representative, and others on request.
- C. To serve as chairman on the budget committee.
- D. To close the books three months after completing the term of office and to have them audited as of that date. The books will then be passed on to the new Treasurer.
- E. To present a tentative budget for coming year at each Annual Meeting.
- F. Attend all Executive Board and Association meetings.
- G. Fulfill all specific duties as defined on the OEAFCS website under duties of Treasurer.

SECTION 5. The duties of the District Representative shall be:

- A. Hold district meetings whenever deemed necessary.
- B. Send news material to Editors.

- C. Serve on the nominating committee with the immediate Past President serving as Chairman.
- D. Ascertain if all present at any regular business meetings are members of the Association or invited guests.
- E. Contribute suggestions to Sub-Committee.
- F. Assume responsibility for collecting of National, State, and District dues from all members in their district.
- G. Attend all Executive Board and Association meetings.
- H. Identify and notify all potential Lifetime Members of Lifetime Membership opportunities. Send them Lifetime Members form or link to NEAFCS website.
- I. Conduct votes or surveys within districts as directed by members of Executive Board.

SECTION 6. The duties of the President-Elect shall be:

- A. Attend all Executive Board, and Association meetings.
- B. Have Sub-Committees ready to appoint when assuming President's duties.
- C. Attend the Southern Region President's Workshop.
- D. Fulfill all specific duties as defined on the OEAFCS website under duties of President-Elect.

SECTION 7. The duties of the Treasurer-Elect shall be:

- A. Serve on the Budget Committee of the Association.
- B. Attend all Executive Board, and Association meetings.
- C. Fulfill all specific duties as defined on the OEAFCS website under Treasurer-Elect.

ARTICLE VII - EXECUTIVE BOARD

SECTION 1.

The Executive Board shall consist of the Elected Officers; President; Vice-Presidents; Secretary; Treasurer; Districts Representative; Immediate Past President; Officers Elect; Historian; Chaplain; and appointed officers.

SECTION 2.

It shall be the duty of the Executive Board to conduct the business of the Association between Annual Meetings.

SECTION 3.

The Executive Board may conduct business by mail, or telephone, e-mail, or via Internet when necessary. A report of any such action shall be verified and made a part of the minutes at the next meeting of the Executive Board.

SECTION 4.

An advisor for the Association may be selected by the Executive Board. (The Advisor's duties can be found on the OEAFCs website under duties of Advisor.)

SECTION 5.

The Association will conduct Board meetings before and after the Annual Meeting and at other times as established by the Board.

SECTION 6.

The Executive Board approves the dates and location of annual sessions.

ARTICLE VIII - COMMITTEES

SECTION 1.

All committees necessary to carry out the objectives of the Association shall be appointed by the president with Executive Board approval unless otherwise provided for the Association at any meeting of the Association.

SECTION 2.

Members of the committee shall serve in conjunction with the term of the respective Vice-President.

SECTION 3.

Standing Committees of the Association shall consist of Public Affairs, Professional Development, Members Resources, Awards and Recognition. A Lifetime or Retired Members Sub-Committee shall function under the Member Resources Committee. The chair of the Lifetime or Retired Members Sub-Committee shall be selected from and by the FEW Organization and serves at the discretion of the FEW Organization.

SECTION 4.

Other Committees of the Association shall be Finance, Nominating and others deemed appropriate by the Executive Board.

ARTICLE IX - MEETINGS

SECTION 1.

There shall be an annual business session held during the Annual Meeting of the Association.

SECTION 2.

Members shall be officially notified of the Annual Meeting prior to such meeting. Other Association meetings also require prior notice.

SECTION 3.

The order for voting delegates to the National Extension Association of Family and Consumer Sciences Annual Session shall be as follows:

1. President
2. President-Elect
3. Vice-President-Public Affairs
4. Vice-President-Professional Development
5. Vice-President-Members Resources
6. Vice-President-Awards and Recognition
7. Secretary
8. Treasurer
9. District Representative – starting with the District Representative in the district of the President and rotating clockwise
10. Board Members attending NEAFCS – starting with those who reside in the same district as the President and rotating clockwise
11. OEAFCs Members attending NEAFCS – selected by the President
12. Lifetime Members attending NEAFCS

SECTION 4.

Cooperation of OEAFCs, OAEAA, OAE4HA, and ESP is shown by

joint meetings of officers, committee chairmen, and members when needed.

ARTICLE X – AWARDS

SECTION 1.

Awards and fellowships shall be made available through this Association for graduate study and/or professional improvement. The executive board shall administer the awards.

SECTION 2.

The awards of this Association shall be patterned after those presented by the National Association and specific State awards. Awards and qualifications shall be found in on the NEAFCS website. State awards and qualification can be found on the OEAFCS website.

ARTICLE XI - PUBLICATION

The Enterprise shall be the official publication of the Association and shall be released twice a year – Spring and Fall. The editor shall come from the Public Affairs Committee. *The Enterprise* shall be posted to the OEAFCS website with a notice of the posting sent to membership via email.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rule of Order*, newly revised, shall govern the Association in all causes to which they are applicable and in which they are not inconsistent with the Constitution, the standing rules, the special rules of order, and the policies of the Association.

ARTICLE XIII - AMENDMENTS

SECTION 1.

A notice of any proposed change in the constitution shall be sent to each member at least one month in advance of a Regular meeting of the Association.

SECTION 2.

This constitution may be amended at any regular meeting of the Association by a 2/3 vote of the membership present and voting.

ARTICLE XIV - DISSOLUTION OF ASSOCIATION

On the dissolution of the Association the entire net assets remaining after the payment of any and all liabilities and obligations of the Association would be transferred or distributed exclusively to another similar organization for educational or scientific purpose. As to purpose or purposes having an Internal Revenue Service determination or ruling of exemption from Federal Income Tax under Section 501 (C) of the Internal Revenue Code of 1954 or comparable provisions of Federal Statute then in effect.