

**HAWAII ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION,  
INC.  
BYAWS  
Revised October 2020**

**ARTICLE I - NAME**

Section 1

The name of this organization shall be the Hawaii Association for Family and Community Education, Inc.

- (a) The term HAWAII FCE when used hereinafter shall be defined to mean the Hawaii Association for Family and Community Education, Inc.
- (b) The term “President”, “Vice President”, “Chair”, “Vice Chair”, and the words “she”, “her(s)”, or “herself” are used in this document for ease of reference only and are not intended and shall not be construed as referring to any particular gender, either masculine or feminine.
- (c) The HAWAII FCE is a voluntary, nonprofit organization whose membership is open to any individual regardless of race, color, creed, or national origin.

**ARTICLE II - OBJECTIVES**

Section 1

The objective of the HAWAII FCE shall be:

- (a) To encourage education in family living through the cooperative extension service and other community resources.
- (b) To cooperate in promoting other educational programs which have for their purposes the development of home and community life.
- (c) To strive toward world peace, friendship and understanding.
- (d) To Make contributions of education and service to the community.

**ARTICLE III - MEMBERSHIP**

Section 1

The membership of the HAWAII FCE shall be of four categories:  
Active, Youth, Senior, and Honorary.

- (a) Active members shall be Family and Community Education Club members.
- (b) Youth members shall be defined as someone who is under 18 years old and not a part of a family classification.

- (c) Senior members are Active members 80 years of age or older.
- (d) Honorary members are those individuals given special recognition by the HAWAII FCE.
- (e) The Councils that compose HAWAII FCE are Kauai, South Oahu, Windward Oahu, Maui, Hamakua, and Hilo.

## Section 2

The membership of HAWAII FCE shall be on a local or community basis.

- (a) Any Council applying for membership in the HAWAII FCE shall submit an application in writing to the President for approval by the Executive Committee.
- (b) The application shall be accompanied by a copy of the By-Laws of the Council, and the payment of dues for the year.

## Section 3

A person proposed for Honorary membership in the HAWAII FCE shall:

- (a) Be a person known statewide or nationwide.
- (b) Have made a distinct contribution to human welfare that in some way strengthens home and family life.
- (c) Be a Recognized leader in her field of endeavor.
- (d) Not be a current member of the Hawaii Association for Family and Community Education.
- (e) Have the unanimous approval of the Executive Committee.

## Section 4

The HAWAII FCE shall be affiliated with the National Association for Family and Community Education, Inc., the Associated Country Women of the World, and the Country Women's Council, USA.

# **ARTICLE IV - DUES**

## Section 1

“In order for the states to be affiliated with FCE, National FCE membership dues shall have been paid on all persons having membership in any FCE club, county, and state. “An affiliate shall remove from its roll any person, business or agency not paying FCE dues. The affiliate is responsible for assuring that the title “FCE member” is used to designate only persons, businesses, or agencies that have paid FCE dues and that the FCE

emblems denoting membership are used only by FCE members. (From National FCE bylaws.)

## Section 2

All dues are due and payable by October 1 and delinquent December 1. In addition to National FCE dues and those dues assessed by councils and clubs, Hawaii FCE Dues shall be as follows:

- (a) Annual dues for all regular members:  
\$15.00 - Hawaii State FCE dues plus \$1.00 to the Trimble Foundation.
- (b) Annual dues for Families:  
\$20.00 – Hawaii State FCE dues plus \$1.00 – Trimble Foundation per person included in the membership
  - (1) “Families” shall be defined as one or two adults and any children under the age of 18 years who live in the same household. (from National FCE Bylaws)
- (c) Annual dues for Youth members:  
\$2.00 - Hawaii State FCE Due plus \$1.00 to the Trimble Foundation.
- (d) Dues for members 80+ years of age:  
\$14.50 – Hawaii State FCE dues plus \$1.00 to the Trimble Foundation.

## Section 3

Dues shall be paid to the HAWAII FCE Treasurer as collected.

## **ARTICLE V - MEETINGS**

### Section 1

The words “Annual Meeting” when used in the Bylaws shall be capitalized.

The ANNUAL MEETING of the HAWAII FCE shall be at the time and place to be decided by the host Council, with the approval of the Executive Committee. The host Council shall extend the invitation to the Board of Directors at the Pre-convention meeting, three years in advance.

- (a.) In the event that it is necessary to cancel a convention or postpone an ANNUAL MEETING, essential business may be conducted by the Board of Directors and the Convention Voting Delegates. They may hold an in person meeting one on an electronic platform, assuming that all participants can here

everyone and the protocols for such meetings outlined in the Policy Handbook are followed.

- (b.) If it is necessary to cancel a convention or postpone an ANNUAL MEETING, with advanced notice, the decision to do so will be reached by a special meeting of the Board of Directors, called by the President.
- (c.) If it is necessary to cancel a convention or postpone an ANNUAL MEETING under time sensitive conditions (e.g. natural disaster, pandemic), the decision to do so can be reached by the Executive Committee.

### Section 2

Special meetings of the HAWAII FCE may be called by the President and may be held electronically.

### Section 3

The President shall call a Mid-Year meeting composed of the Board of Directors, the convention director(s), and committee chair. This meeting may be conducted electronically.

### Section 4

A Board of Directors meeting shall be held in conjunction with the ANNUAL MEETING.

Section 5 The decisions made in electronic meetings shall be reported appropriately and promptly.

## **ARTICLE VI - OFFICERS**

### Section 1

The officers of the HAWAII FCE shall be: President, Vice President, Secretary, Treasurer.

### Section 2

Officers shall be elected at the ANNUAL MEETING of the HAWAII FCE for a term of two years.

- (a) The President and Secretary shall be from the same island whenever possible.

### Section 3

No more than two elective offices may be held by members from any one Council.

## **ARTICLE VII - BOARD OF DIRECTORS**

### Section 1

The Board of Directors shall consist of:

- (a) The President, Vice President, Secretary, Treasurer, and Council Presidents.

- (b) The immediate Past President shall be an ex-officio member with power to vote.
  
- (c) HAWAII FCE Education Committee and Standing Committee Chairs shall be members with power to vote.
  
- (d) Any HAWAII FCE member who serves on the NATIONAL FCE, Inc. Board shall be an ex-officio member without power to vote and shall be available as liaison and/or resource to HAWAII FCE.

## **ARTICLE VIII - EXECUTIVE COMMITTEE**

### Section 1

The Executive Committee shall consist of:

- (a) The President, Vice President, Secretary, Treasurer.
  
- (b) The immediate Past President shall be ex-officio member with power to vote.
  
- (c) The Executive Committee may hold all regular scheduled or called meetings on an electronic platform.

## **ARTICLE IX - ELECTIONS**

### Section 1

The President, with the approval of the Executive Committee, shall appoint the Nominating Committee which shall consist of five members, as follows:

- (a) Two from the Executive Committee.
  
- (b) Three from the membership at-large.

### Section 2

All officers shall be nominated at least two months previous to the Annual Meeting by a Nominating Committee.

- (a) A ballot of one or more candidates' names for each office shall be submitted at the ANNUAL MEETING.
  
- (b) The Nominating Committee shall have permission from nominees before their names are placed on the ballot.
  
- (c) Additional nominations may be made from the floor at the ANNUAL MEETING, provided the candidate's Council submits (1) a copy of the candidate's qualifications and (2) consent of the nominee at the ANNUAL MEETING.

### Section 3

A candidate for office of the HAWAII FCE must previously have served as an elected or appointed officer of her Council, or on the HAWAII FCE Board of Directors. No member may be a nominee for elective office who (or whose spouse) belongs to any organization which advocates the overthrow of the United States government.

### Section 4

When there is more than one candidate for an office the elective officers shall be elected by ballot of the Executive Committee of the Hawaii FCE, the Council Presidents, the elected Council delegates or their alternates, and Hawaii FCE Education Chairs, and Standing Committee Chairs, at the ANNUAL MEETING. A majority of votes cast shall be necessary to elect. In the event that no office on the slate has more than one candidate per office, by motion from the delegate body, the Secretary may be instructed to record the candidate(s) elected by unanimous consent.

### Section 5

Newly elected officers and appointed Committee Chairs shall serve starting January 1<sup>st</sup> following the ANNUAL MEETING at which they were elected or appointed.

### Section 6

The President, with the recommendation of the Executive Committee, shall fill all vacancies occurring during the calendar year. An appointee shall serve until a successor is elected.

### Section 7

All officers must be members in good standing of a Family and Community Education Club, and no officer shall succeed herself.

## **ARTICLE X - COMMITTEES**

### Section 1

Committees shall be as follows:

- A. Education Committee
  - 1. Health Issues
  - 2. Home and Community Environment
  - 3. Leadership
  - 4. International
  - 5. Youth Education
- B. Standing Committees
  - 1. Annual Report
  - 2. By-Laws
  - 3. Current Convention
  - 4. Education
  - 5. Finances

6. Membership
7. Newsletter
8. Nominating
  
9. Trimble Foundation
10. Trimble Foundation Distribution
11. Ways and Means
12. Website

### Section 2

With the exception of the Trimble Foundation Distribution Committee, the Nominating Committee, Current Convention Committee, and the Finance Committee, HAWAII FCE committee chair shall have the corresponding Council chair on her committee, as needed.

### Section 3

Additional committee chairs may be appointed by the President, with the approval of the Executive Committee, as needed.

## **ARTICLE XI - DUTIES OF OFFICERS**

### Section 1

The President shall:

- (a) Preside at meetings of the HAWAII FCE, at Board of Directors meetings, and the Executive Committee meetings.
- (b) Appoint all committee chairs, with the recommendation of the Executive Committee. All chairs must be in good standing of a Family and Community Education Club.
- (c) At the ANNUAL MEETING, she will appoint and activate a committee to perform the annual financial review. The review will be presented at the following Midyear meeting.
  
- (d) Be an ex-officio member of all committees, except the Nominating Committee.
  
- (e) Perform such other duties as may pertain to her office.

### Section 2

The Vice President shall:

- (a) Be President-Elect and perform the duties of the President in the event of her absence. In the event if the President's resignation, she will become President.
  
- (b) Be chair of the Education Committee.

- (c) Function as the Vice President for Public Policy, promote participation in the Family Community Leadership (FCL) program, and serve as liaison for FCL activities.
- (d) Assist the President and perform all assigned duties during the two year term of office.
- (e) Attend meetings that the President deems necessary, representing HAWAII FCE.
- (f) Collect data from Council Vice Presidents in order to complete the State Reports requested by NATIONAL FCE.
- (g) Recommend members of the Board to work as a committee whose function is to produce the State Award submissions to NATIONAL FCE.

### Section 3

The Secretary shall:

- (a) Work closely with the President and keep the minutes of the Board of Directors meetings, the Executive Committee meetings, the Mid-Year meeting, and the ANNUAL MEETING, which will be circulated within two months after each meeting.
- (c) Be chair of the Nominating Committee.
- (d) Be responsible for making physical arrangements for the Mid-Year meetings, Executive Committee meetings and Board meetings.

### Section 4

The Treasurer shall:

- (a) Receive all money paid to the HAWAII FCE and shall disburse money only upon order of the Executive Committee. Payment of any bill under \$10.00 not included in the budget (not to exceed a total of \$50.00 during any one year) may be made upon authorization of the President.
- (b) Keep accurate accounts of all receipts and disbursements and make a full report at the ANNUAL MEETING, or at any time, upon request of the Board of Directors. Annually the books shall be closed and reviewed by a committee of three members of the HAWAII FCE appointed by the President, with the approval of the Executive Committee, two weeks prior to the ANNUAL MEETING. At the close of her term of office, the Treasurer shall transfer funds and complete records of all receipts and disbursements in full by the end of the calendar year after a successor is elected.
- (c) File the Exhibits necessary to maintain corporate standing in a timely manner each year.



- (d) Be Finance Chair, whose committee shall consist of two members of the HAWAII FCE appointed by the President, with the approval of the Executive Committee.

### Section 5

The Past President shall:

- (a) Act as Advisor to the President.
- (b) Keep a history of all HAWAII FCE activities during her term of office. This record, together with all newspaper articles and photographs, shall be recorded in a book and passed on to her successor or stored in the HAFCE storage site at the end of her term.
- (c) Be responsible for preparing and publishing the HAWAII FCE Directory, to be ready for distribution by January 31.
- (d) Be responsible for updating the HAWAII FCE Handbook and seeing that Handbooks are passed on to new officers in a timely manner.
- (e) Serve on the Trimble Trust Foundation Distribution Committee.
- (f) Should the Past President be unable to carry out these duties, a replacement may be appointed by the President. First preference for appointees should come from among previous Past Presidents.

## **ARTICLE XII - DUTIES OF COMMITTEES**

### Section 1

The duties of the Education Committee shall be as follows:

- (a) Work with the State Vice President to plan and submit for approval at the ANNUAL MEETING program objectives and actions. Promote programs with the suggested National trends.
- (b) Be responsible for preparing award booklets for National entry.
- (c) Plan and coordinate educational program workshops at the ANNUAL MEETING.
  - (1) Coordinator for Health Issues shall promote the health issues presented at the National Conference as well as other health issues of local or national interest.
  - (2) Coordinator for Home and Community Environment shall focus attention of program elements such as cooking/food topics,

secondhand smoke, the April 5<sup>th</sup> Campaign, TV rating systems, and other issues related to family, community and the environment.

- (3) Coordinator for Leadership shall promote leadership training for all members and shall plan and coordinate public policy education effecting families, communities, and country. Such programs include adult literacy, building membership, and CHARACTER COUNTS! Family Community Leadership (FCL) areas include: Leadership, Group Process, Volunteerism, Public Policy, Issues Analysis, and Adult Teaching Techniques.
- (4) Coordinator for International shall promote the National FCE programs and projects such as the India Project, International Peace Garden, ACWW Projects, Hunger Plus, the Romania Connection and similar programs of local interest.
- (5) Coordinator for Youth Education shall promote which National FCE programs as CHARACTER COUNTS! (including the Artwork/Essay Contest), FCE Friends Storybooks, Literacy in general, Books for Newborns, Reading Buddies and other programs of local interest in this area.

## Section 2

The duties of the Standing Committees shall be as follows:

- (a) Annual Report. This committee will see to the preparation and production of the Annual Report each year.
- (b) By-Laws. This committee shall keep the By-Laws current and recommend amendments as needed. The By-Laws Chair, along with the Executive Committee shall be empowered to make such editorial changes which may become necessary as a result of passage of the previous amendments (e.g., numbering of sections, cross references, etc.)
- (c) Current Convention. The Chairman of the current year's convention committee shall promote the current year's convention and be a liaison between the Convention Host Committee, the board, and the general membership.
- (d) Finance. This committee shall formulate the annual budget. The budget shall be submitted to the delegates at the ANNUAL MEETING for approval.
- (e) Membership. This committee shall encourage each member to reach, recruit, and retain members. The Membership Chair shall be responsible for maintaining and updating a current membership roster.

(f) Newsletter. This committee shall publish and distribute the Homemaker Echo on a regular basis.

(g) Nominating. This committee shall prepare a report of the qualifications of all candidates for office of the HAWAII FCE. This report shall be sent to the Council Presidents at least two months before the election. No member may be a nominee for elective office who (whose spouse) belongs to any organization which advocates the overthrow of the United States government.

(h) Trimble Foundation. This committee will have general oversight of the Trimble Foundation (with the exception of the distribution of funds). Duties include but are not limited to initiating and supporting activities aimed at increasing contributions; receiving the bank statements and monitoring the fund; and thanking donors.

(i) The Trimble Foundation Distribution. The HAWAII FCE President shall appoint five members of the HAWAII FCE to serve on the Trimble Foundation Trust Distribution Committee in accordance with the terms of the Trimble Foundation Trust. This committee shall be composed of the following members:

- (1) Five appointed HAWAII FCE members: one each from the counties of Hawaii, Kauai, Maui (including Maui and Molokai), City and County of Honolulu, and the Immediate Past Hawaii FCE State President.
- (2) A County Extension Educator who shall be appointed by the President.
- (3) An officer of the Trust Company which has been selected by this committee with the approval of the Executive Committee.
- (4) All members of the committee have the power to vote.
- (5) In addition, the HAWAII FCE President shall, when appropriate, appoint alternate members of the Trimble Foundation Distribution Committee to serve in case of temporary absence or temporary disability of any regularly appointed member and designated alternate.
- (6) The duties will include evaluating the grant applications and determining the distribution of the funds of the trust.

(j) Ways and Means. This committee shall be responsible for all fund-raising activities on behalf of the HAWAII FCE, except the Trimble Foundation.

(k) Website. This committee will be responsible for maintaining and updating the Hawaii FCE Website and working with the National Organization with respect of this duty.

### **ARTICLE XIII - DUTIES OF BOARD OF DIRECTORS**

#### Section 1

The Board of Directors shall work with the Executive Committee to transact business at the Mid-Year Board Meeting and at the ANNUAL MEETING and/or whenever called upon. It shall take care of special business that would involve the active participation of all the Councils.

### **ARTICLE XIV - DUTIES OF THE EXECUTIVE COMMITTEE**

#### Section 1

The duties of the Executive Committee shall be:

- (a) To transact any business of the HAWAII FCE arising between Annual Meetings, and to act in all emergencies.
- (b) To approve the appointment of a five-member nominating committee which shall include two members of the Executive Committee.
- (c) To approve the time and place of the ANNUAL MEETING.
- (d) To elect a Standing Committee Chair to attend the National Convention in case any of the elected officers cannot attend. If no Standing Committee Chair is able to attend, the Executive Committee shall elect a representative from a slate of candidates presented by the Nominating Committee.
- (e) To approve nominations of Honorary members of HAWAII FCE.

### **ARTICLE XV - REPRESENTATION**

#### Section 1

Those entitled to vote at the ANNUAL MEETING of the HAWAII FCE shall be:

- (a) Officers of the HAWAII FCE.
- (b) Immediate Past President of the HAWAII FCE.
- (c) Council Presidents or alternate.
- (b) Official elected delegates or their alternates.

(e) Hawaii FCE Education Committee and Standing Committee Chairs

Those entitled to vote at the Mid-year meeting of the HAWAII FCE shall be:

(a) Officers of the HAWAII FCE.

(b) Immediate Past President of the HAWAII FCE.

(c) Council Presidents or alternate.

(d) Hawaii FCE Education Committee and Standing Committee Chairs.

### Section 2

Council representation shall be based on the Council President and the number of clubs in the Council. Councils shall be entitled to one delegate for each club, a club being defined as a group recognized by the Council and consisting of at least 5 members, all of whose members have paid all dues (State and National) by June 30 prior to convention. Family membership shall be calculated as two members in good standing.

### Section 3

All official delegates and alternates shall be elected by their respective clubs. Names of delegates and alternates shall be sent to the club's council two months prior to the ANNUAL MEETING. The names of all elected delegates and alternates shall be sent by the Council to the HAWAII FCE Secretary one month prior to the ANNUAL MEETING.

Members of Councils belonging to the HAWAII FCE who are not delegates may attend the convention and take part in discussions but may not make motions or vote.

## **ARTICLE XVI - DELEGATE TO THE NATIONAL ASSOCIATION FOR FAMILY AND COMMUNITY EDUCATION CONVENTION**

### Section 1

The HAWAII FCE delegate to the National Association for Family and Community Education Convention shall be the President. In case she is unable to attend, she shall be represented by an elected officer in the following order: Vice President, Secretary, Treasurer, or Past President. If no officer is able to attend, the delegate shall be a Standing Committee Chair elected by the Executive Committee. If no Standing Committee Chair is able to attend, the delegate shall be elected by the Nominating Committee.

## **ARTICLE XVII - QUORUM**

### Section 1

A quorum shall consist of a majority of voting members duly notified of the meeting.

## **ARTICLE XVIII - RULES OF PROCEDURE**

### Section 1

This organization shall be governed by current edition of Robert's Rules of Order unless otherwise provided for in the Bylaws or Standing Rules.

### Section 2

The Parliamentarian shall be appointed by the President.

### Section 3

When there is a change in the National FCE Bylaws that pertain to HAWAII FCE Bylaws, a change in HAWAII FCE Bylaws shall be automatic.

### Section 4

The order of Business at regular meetings shall be:

- (a) Call to order
- (b) Roll Call
- (c) Secretary's minutes
- (d) Treasurer's report
- (e) Committee reports
- (f) Unfinished business
- (g) New business
- (h) Program
- (i) Adjournment

## **ARTICLE XIX - DISSOLUTION**

### Section 1

Upon dissolution of this non-profit corporation, the Executive Committee shall, after paying or making provisions for the payment of all the liabilities of the HAWAII FCE, dispose of all the assets of the HAWAII FCE exclusively for the purposes for the HAWAII FCE in such a manner, or to such organization or organizations organized and operated so as to qualify as an exempt organization or organizations under section 501(c)3 of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the Executive Committee shall determine.

## **ARTICLE XX - AMENDMENTS**

### **Section 1**

These By-Laws may be amended at any ANNUAL MEETING of the HAWAII FCE by a two-thirds vote of the delegates present and voting, provided that a copy of such amendments has been sent to each Council two months before the ANNUAL MEETING.

### **Section 2**

Amendments to these Bylaws which are passed at an ANNUAL MEETING will take effect immediately following the close of the MEETING.

Revised March 11, 1995  
Updated October 23, 1999  
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