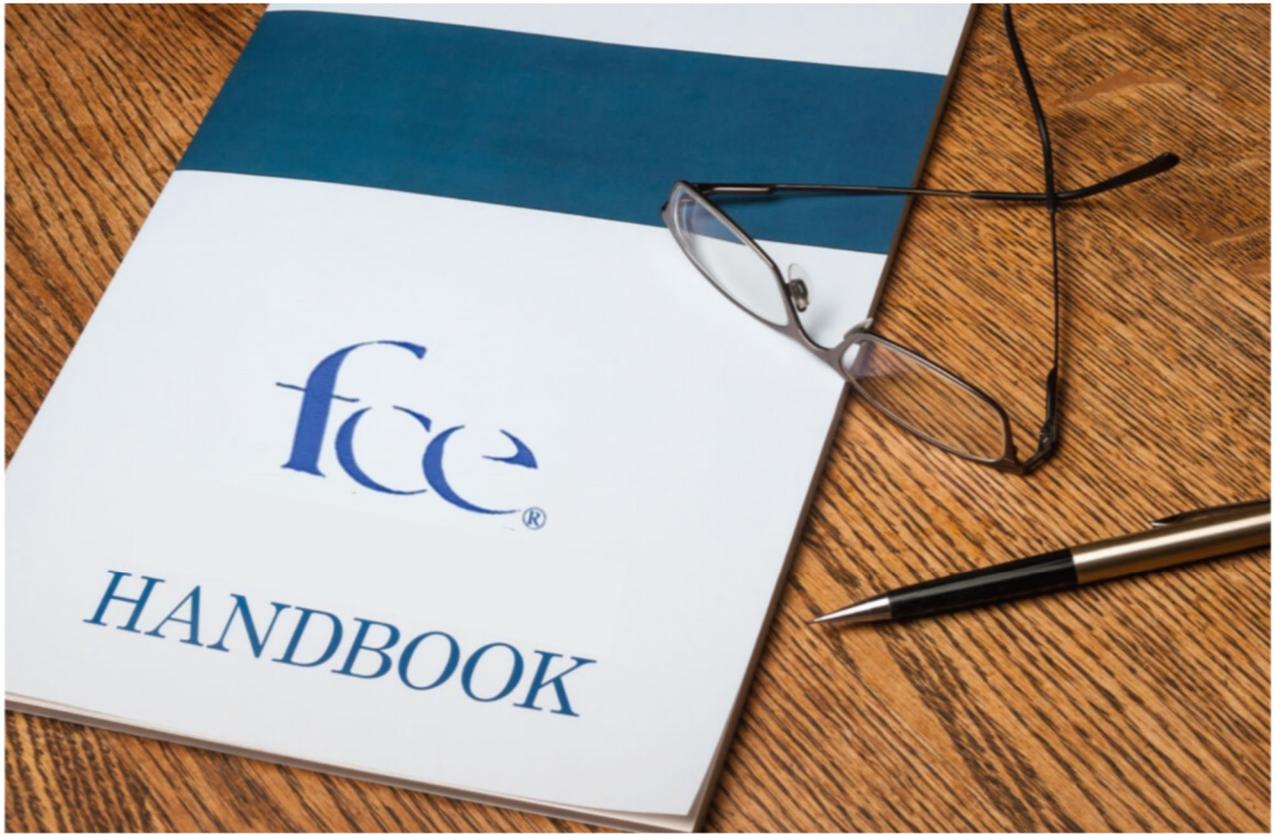


# WILSON COUNTY FCE HANDBOOK



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Real. Life. Solutions.

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This member handbook was created in 2018 and distributed to all members in 2019.

## What is FCE?

FCE stands for Family and Community Education and is a grass roots, volunteer organization dealing with family issues before they become leading social concerns. Listed below is an excerpt from our by-laws. The organizational name and objectives are helpful in learning about FCE.

### ORGANIZATIONAL NAME

The name of this organization shall be the Wilson County Association for Family and Community Education. In all cases where the acronym FCE is used, it means Family and Community Education and Council means the representative body of Wilson County FCE. Wilson County FCE is a 501(c)3 organization.

### WILSON COUNTY FCE OBJECTIVES

The objectives of the Wilson County fce shall be:

- (a) To bind together the fce clubs of Wilson County in educational programs and activities that promotes higher standards of family living, homemaking and citizenship responsibility.
- (b) To further strengthen, develop, coordinate and extend adult education in Family and Consumer Sciences to improve the quality of living in cooperation with University of Tennessee Extension and the local county governments.
- (c) To provide opportunity for fce members cooperating in Extension Family and Consumer Sciences educational programs to pool their judgment and experiences for the progressive improvement of home and community life.
- (d) To offer a means by which fce members, in cooperation with University of Tennessee Extension, may interpret and promote educational and citizenship programs of state, national and international importance in the preservation of the American home and provide opportunities for better understanding throughout the world.
- (e) To promote family strengths and leadership development.

## Wilson County FCE Creed

We will strive to promote a better way of life for all through fellowship, continuing education and service; to provide guidance in our homes and communities by the uniting of people to make the world a better place in which to live.

May we have pride in our roles as homemakers and family and community educators, and may our hearts be filled with joy as we serve.

Let us always be conscious of the needs of others and be strengthened and guided by God.

Adapted from Jean Beard Kestner

## Membership

### General Membership

- The membership of this organization shall be composed of members of the Wilson County fce clubs and mailbox members irrespective of race, sex, color, religion, national origin, age, disability or veteran status. Members must subscribe to the organizational bylaws and must pay annual membership dues.
- General members attend club meetings and retain club voting privileges, can hold offices at the club, county, regional or state level (see specific by-laws for officer requirements).

## Mailbox Membership

- Any person who would like to be a member of Wilson County FCE but not a particular club may become a mailbox member by paying the county dues to the Wilson County Treasurer.
  - Benefits of Mail Box member:
    - Receive a copy of the yearbook.
    - Receive a copy of all newsletters.
    - Receive a copy of any programs presented and be able to attend any special interest programs.
    - Participate in CVU's, Creative Writing, Cultural Arts, Fashion Revue and Retreat.
    - Apply to attend FCL, if interested.
    - Attend county luncheon and state conference, without a vote.
    - Ineligible to hold any office on the county level.

## Member Benefits

### 15 Benefits of Wilson County FCE

1. Recognition as a member of a county organization
2. Receive member services and benefits from the county Extension office
3. WILSON COUNTY FCE CONNECTIONS, the county newsletter
4. TAFCE, CENTRAL REGION NEWSLETTER, the regional newsletter
5. TAFCE CONNECTION, the state newsletter

6. County contacts and other valuable information online
7. Networking opportunities with other county club members
8. Opportunity to attend regional and state meetings around the state with workshops, speakers, and planned tours
9. FCE produced educational materials, programs, publications and contests
10. Opportunity to develop leadership skills in a supportive manner
11. Opportunity for Family Community Leadership (FCL) certification
12. FCE certificates and awards available
13. Membership affiliation with CHARACTER COUNTS! coalition
14. Participation in community projects that benefit Wilson and surrounding counties
15. Make a difference in your family, your community and the State of Tennessee

## Member Recruitment

New members are the “spark” that keeps an organization alive and insures continuity and vitality in the future. Whether an organization is new or has been in existence for years, there is always a need to add new members.

Building Membership Objectives:

- To increase FCE membership on the local, state and national level;
- To understand that membership building is a constant, ongoing process and it is each member’s obligation;
- To plan how the organization’s goals are perceived in the community if it is to thrive and grow;
- To keep the mission statement before the members.

Building membership is simply “marketing” the organization.

## Membership Dues

The annual membership dues, as prescribed in the bylaws shall be paid annually by July 31<sup>st</sup> of each year and shall be used to pay county, regional and state dues and expenses of the club. Membership dues are submitted by the county treasurer to the regional treasurer and are paid a year in advance. Membership dues are \$10 per member (subject to change). Clubs may require additional funds for club dues. To become a current member, new members must pay \$20 (subject to change) the first year for club dues. This includes the current year and paying for a year in advance.

## National Dues

National dues are separate from club dues and requires a separate form. Please contact your club President, Treasurer, county Treasurer or the Extension agent to obtain this form.

# Meetings

- Club Meetings
  - Clubs should have ten (10) club meetings per year with two (2) free months. The two (2) free months are designated as August and December, but can be changed by individual clubs. Free months are designed to have no club meeting or to determine an off-site educational trip for individual clubs.
- Wilson County FCE Clubs Meeting Procedure

Start on Time.

1. President
    - ✓ Call Meeting to Order
    - ✓ Inspiration/Devotional/Song/Poem
    - ✓ Pledge to the American Flag
  2. Secretary
    - ✓ Roll Call
    - ✓ Reading of Minutes
  3. President
    - ✓ Approval of Minutes
  4. Treasurer
    - ✓ Report
  5. President
    - ✓ Unfinished Business
    - ✓ New Business
    - ✓ Educational Program
    - ✓ Announcement
    - ✓ Adjournment
- County Meetings
    - The Board of Directors meet a minimum of four (4) times per year.
    - County Council meetings are held quarterly and can be attended by any member. See by-laws for specific information. The annual luncheon takes place in the Spring and is hosted by individual clubs on a specific rotation. FCE council will not pay more for the luncheon than amount collected for tickets. Should any luncheon committee spend more than this amount it will come out of their funds not council funds unless prior approval has been given by the President.
    - The annual picnic takes place in September and is hosted by the Board of Directors.
  - Regional Meetings
    - There are two regional meetings per year, the regional information day and the annual meeting. The regional information is held in the first quarter. The annual meeting is held in the third quarter. Ask your club

President, county President, county Treasurer or county Extension agent for more information. Regional Retreat is also conducted once per year in May.

- State Meetings
  - There is one state meeting held annually in November (subject to change), the TAFCE State Conference. The location is rotated among the three regions in Tennessee. The Extension agent will email out the conference packet to all members that have emails in July. Conference packets are also available at the Extension office in July.
- National Meetings
  - There is one national meeting held annually in July (subject to change), the NAFCE Conference. You do not have to be a NAFCE member to attend.

## County Officer Responsibilities and Duties

### PRESIDENT

- Preside at all meetings of this Wilson County Council and its Board,
- Appoint Council Committee Chairmen needed to carry on the business of this Council subject to approval of the Board,
- Report to the membership quarterly,
- Perform all acts and duties usually performed by an executive, and presiding officer, and
- Serve with no vote, unless there is a tie.

### PRESIDENT-ELECT

- Prepare for office of President,
- Assist the President and perform all assigned duties during the one-year term of office, and
- Serve with a vote on the Wilson County fce Board of Directors.

### VICE-PRESIDENT

- Assist the President and perform all assigned duties during the two year term of office,
- Serve as chairman of the nominating committee, CVU Program, Creative Writing Program and Character Counts Program,
- Work in cooperation with the Treasurer to see that the finances are audited or reviewed at the discretion of the Board of Directors, and
- Coordinate public relations for Wilson County fce in collaboration with the Wilson County FCS Extension Agent.
- Make a full report of all matters and business pertaining to this office at each meeting of the Board of Directors and Wilson County Council,
- Perform the duties of the President in the event of resignation, disability or

- death until the next meeting of the Board of Directors, and
- Serve with a vote on the Wilson County Board of Directors.

#### SECRETARY

- Keep a complete record of all meetings of the Wilson County Council and the Board of Directors,
- Coordinate correspondence regarding all meetings of Wilson County fce Council and the Board of Directors,
- May sign papers pertaining to the Council as authorized or directed by the Board,
- Distribute minutes at all meetings of the Wilson County fce Council and the Board of Directors,
- Serve as Chairperson of the By-Laws Committee. All notice required by these By-Laws are to be sent and a full report made of all business pertaining to the office as requested by the Board, and
- Serve with a vote on the Wilson County Board of Directors.

#### TREASURER

- Receive and keep records of all funds and pay all authorized expenses. Deposits of all moneys and checks must be made within 3 business days of receipt,
- Make a full report of all matters and business pertaining to this office at the each meeting of the Board of Directors and Wilson County Council,
- Serve as chairperson of the Finance Committee,
- Perform such other duties as may be prescribed by the Board of Directors and work in cooperation with the Vice President for Public Policy to arrange for audit of books. (See Section IV, (d)), and
- Serve with a vote on the Wilson County Board of Directors.

#### COUNCIL COMMITTEE

The Council Committee work areas are: Best of the Best, Bazaar, Cultural Arts, Fashion Revue, newsletter, and other areas as deemed necessary. The Council Committee shall:

- Be appointed by the Wilson County fce President,
- Establish communications and keep all clubs informed on the planned programs,
- Each Committee Chairman shall serve with a vote on the Wilson County fce Board of Directors,
- Make a full report of all matters and business pertaining to this office at each meeting of the Board of Directors and Wilson County Council when necessary,
- Complete and submit reports on time, and

- Submit to their successor ALL material pertinent to procedures, duties and responsibilities of that office.

## COUNCIL COMMITTEE SPECIFIC RESPONSIBILITIES

- Cultural Arts Chair
  - Oversee cultural arts contest including marketing and organization
  - Recruit members to serve on cultural arts fair committee
  - Turn in all required paperwork to region and fair
  - Work with agent to develop budget and needs
  - Work with agent to secure judges for event
- Fashion Revue Chair
  - Oversee fashion revue contest including marketing and organization
  - Recruit members to serve on fashion revue fair committee
  - Turn in all required paperwork to region and fair
  - Work with agent to develop budget and needs
  - Work with agent to secure judges for event
- Bazaar Chair
  - Oversee Bazaar including marketing and organization
  - Work with committee to plan all facets of event
  - Work with agent to develop needs

## OTHER

- Best of the Best
  - This is the responsibility of the President-Elect when there is one. When there is not one, this responsibility will be appointed by the President.
  - Oversee best of the best contest including marketing and organization
  - Turn in all required paperwork to region and fair
  - Work with agent to develop needs
  - Work with agent to secure judges for event
  - Work with luncheon committee to ensure special guests and winner are recognized appropriately

## PAST PRESIDENT

- Advise board, mainly President, in all functions.
- Term expires after installation of President-Elect.

## EXTENSION FCS AGENT ADVISOR

- Advise board in all functions.
- Serve as educational resource and liaison to the University of Tennessee

# Club Officer Responsibilities

## PRESIDENT

- Prepares club meeting agenda with other officers.
- Presides at all club meetings.
- Uses parliamentary procedure to conduct business meetings.
- Understands responsibilities of other club officers.
- Shows a real interest in the club and helps carry out club' decisions.
- Plans ways to get every member to participate in meetings and delegates responsibility.
- Appoints committees as needed.
- Works with officers to establish a system for notifying club members of club meetings and activities. (i.e. – phone trees, written notices, e-mail, etc.)
- Calls the Vice-President to reside at the meeting if unable to attend.
- Serve, with a vote, on the County FCE Council as club representative.

### **VICE PRESIDENT**

- Presides at meetings if the President is absent.
- Assists committees as needed.
- Serves as the chairman of the nominating committee.

### **SECRETARY**

- Keeps an accurate written record of the business meetings.
- Reads club's minutes at each meeting.
- Records club's attendance at each meeting.
- Writes thank you letters to speakers, sponsors, etc.
- Writes all club correspondence as directed by the President.
- Serve as chairman of the by-laws committee.
- Serve, with a vote, on the County fce Council as club representative.

### **TREASURER**

- Keeps an accurate account of all monies received and spent by the club.
- Gives a financial report at each club meeting.
- Gives an annual financial report at the final club meeting for the year.
- Prepares a club budget with the club officers.
- Balances the bank statement each month (if the club has a checking account), which is a recommended practice.
- Pays bills when approved by the club.
- Completes the annual Wilson County fce Summary of Financial Activities for Clubs form and mails to County Treasurer (or delivers to Extension Office) no later than January 31st.

## Educational Programs and Activities

- **Leader Lessons** are educational lessons provided by the UT Family and Consumer Sciences Extension Agent and the County Council Board. Lessons are provided on a monthly basis. Lessons are not provided for the months of August and December.
- **FCL (Family and Community Leadership)**
  - What is it? FCL is an educational program jointly sponsored by the Tennessee Association for Family and Community Education (TAFCE) and the University of Tennessee Extension. This program, initially funded in part by the W. K. Kellogg Foundation, offers leadership workshops to prepare participants for involvement in public policy decision-making affecting families and communities.
  - Who can participate? Anyone who will make a commitment to work in the FCL program 12 - 24 days for a year may participate. The program's primary audience is women.
  - Why is FCL special? FCL teaches skills with the purpose to increase leadership and involvement of women in community affairs. FCL's teamwork approach uses volunteers and Extension educators in all parts of the program, which includes decision-making, planning and management, teaching and evaluation.
  - How does it work? Participants in FCL are taught by peers. They practice skills related to citizen participation and learn to become teachers themselves. In this way, the effect of the program is multiplied.
  - What is taught? The basic FLC training program includes 30 hours of instruction in six areas: Leadership and Communication, Working with Groups, Issue Analysis and Resolution, Community Affairs and Public Policy, Volunteerism and Teaching Methods
  - What are the goals of FCL? Education, Participation and Organization.
  - How is FCL funded? The W. K. Kellogg Foundation provided initial capital, which supplemented TAFCE and UT Extension to establish the Tennessee FCL program. TAFCE and UT Extension provide funding and in-kind support for the current training sessions. There is also a nominal participant fee.
- **Character Counts!** The Tennessee Association of Family and Community Education (TAFCE) clubs participate each year in the National Association for Family and Community Education (NAFCE) Character Counts essay and artwork contest. The contest runs each September 1 through January 31 at the county level.

### Contest Objectives:

- Promote ethics among children using the Six Pillars of Character.
- Encourage students to improve their writing and drawing skills
- Create public awareness in the achievement of students
- Create an opportunity for local FCE members to participate in a nationwide project.
- Promote and market FCE to the community during National FCE Week.

Participants: Any current 4th grade student attending public, private or home school is eligible to participate.

- **NAFCE FCL Educational Lessons** are developed by the national organization and can be purchased from the national office. A full list of lessons can be found at <https://www.nafce.org/new-page-1>
- **NAFCE Hearthfire Series** are developed by the national organization and can be purchased from the national office. A full list of hearthfire series topics can be found at <https://www.nafce.org/new-page-1>

## Recognition

- **Heart of FCE** is a national award program designed to pay special tribute to the unsung grassroots members\* who have made a difference in their communities through their FCE work. Contact the county President for more information on how to apply.
- **Spirit of FCL** is a national award program designed to recognize the individual or team which best exemplifies the philosophy of people taking control of their lives and changing the world for the better. Contact the county President for more information on how to apply.
- **Best of the Best** is a county, region and state award that recognizes and honors members of TAFCE who have given over and beyond the norm in the performance of duties as a volunteer, through unselfish acts for the betterment of their community. Contact the county Best of the Best Chair for more information on how to nominate a member.
- **Certified Volunteer Units (CVUs)** are used to recognize individuals preparing for and completing volunteer work within FCE and the community. You can count telephone and travel time if it relates to your volunteer project. Any volunteer acts count except those for immediate family. (Example: meals for shut-ins, church work, hospital and nursing homes, charitable or nonprofit organizations, etc.) When you have completed 500 hours of volunteer service, you will receive a Certificate of Recognition from TAFCE. Five hundred (500) hours of volunteer time equals 50 CVUs. Each additional 500 hours will earn a seal to be affixed to the certificate, a maximum of 4 seals per certificate. The maximum time span for turning in unreported hours is three (3) years. Contact the county Vice President for more information on how to apply.

- **50 Year Member Recognition** is a state recognition program that honors and recognizes TAFCE members that have dedicated 50 years of service to TAFCE. Contact the county President for more information on how to apply.

## Competitions

- **Cultural Arts** is a county, region and state contest showcasing the work of TAFCE members in several different areas of heritage skills and other crafts. The county contest is held at the Wilson County Fair. 1<sup>st</sup> and 2<sup>nd</sup> place winners are invited to compete at the regional contest held in conjunction with the TAFCE, Central Region Annual Meeting. Contact the county Cultural Arts Chair for more information on how to apply.
- **Creative Writing** is a regional and state writing program for TAFCE members. Contact the regional Vice President for Programs for more information on how to apply.
- **Fashion Revue** is a county, region and state contest showcasing the sewing and savvy shopping skills of TAFCE members. The county contest is held at the Wilson County Fair. 1<sup>st</sup> and 2<sup>nd</sup> place winners are invited to compete at the regional contest held in conjunction with the TAFCE, Central Region Annual Meeting. Contact the county Fashion Revue Chair for more information on how to apply.

## Scholarships

- State Scholarship is a scholarship program that offers one individual \$1,000 scholarship per year to a TAFCE member who desires to further her/his education. Specific guidelines are located in Wilson County FCE Planner, or by contacting your club President, the county treasurer or the FCS Extension agent.
- Kate Bagnall Scholarship is a TAFCE, Central Region scholarship for \$500 to be used for the purchase of books and/or class supplies for enrolled classes. Specific guidelines are located in Wilson County FCE Planner, or by contacting your club President, the county treasurer or the FCS Extension agent
- Mildred Clarke Scholarship is a TAFCE, Central Region scholarship program that pays for registrations, meals and lodging at the annual Central Region Leadership Retreat. One scholarship is awarded to one person from each of the 31 counties in the Central Region. Specific guidelines are located in Wilson County FCE Planner, or by contacting your club President, the county treasurer or the FCS Extension agent
- Star Scholarship is a TAFCE, Central Region Leadership Retreat scholarship awarded to lucky winners during the Leadership Retreat. Star Scholarships must be used the following year. Specific guidelines can be obtained from the Wilson County FCE Planner, contacting your club President, the county treasurer or the FCS Extension agent.

## Valued Community Partnerships

- Cooperative Extension Service. The Cooperative Extension System is a non-formal educational program implemented in the United States designed to help people use research-based knowledge to improve their lives. The service is provided by the state's designated land-grant universities. There are two land grant universities in Tennessee: University of Tennessee and Tennessee State University. The Smith-Lever Act of 1914 established land grant colleges and universities such as the University of Tennessee. There are 19 universities, including Tennessee State University, designated with land-grant status under the Morrill Act of 1890.
  - University of Tennessee Extension. UT Extension helps Tennesseans to improve their quality of life and solve problems through the application of research and evidenced-based knowledge about agriculture and natural resources, family and consumer sciences, 4-H youth development, and community development.

UT Extension provides a gateway to the University of Tennessee as the outreach unit of the Institute of Agriculture. It is a statewide educational organization, funded by federal, state and local governments, that brings research-based information about agriculture, family and consumer sciences, and resource development to the people of Tennessee where they live and work.

Because Extension emphasizes helping people improve their livelihood where they are located, most Tennesseans have contact with UT Extension through their local county Extension agents found in each of the 95 counties. Extension agents are supported by area and state faculty as well as by the educational and research resources and activities of the United States Department of Agriculture (USDA), 74 land-grant universities, and 3,150 county units throughout the nation. The stated mission of the system is to help people improve their lives through an educational process that uses scientific knowledge to address issues and needs. Learn more at this link: <https://extension.tennessee.edu>

- Tennessee State University Cooperative Extension. Using a variety of program delivery strategies, we offer practical and useful research-based programs, resources, and publications in agriculture and natural resources, family & consumer sciences, 4-H youth development and community resource and economic development.

Faculty on the main campus and county extension agents conduct educational sessions, conferences and workshops to address community needs. Learn more at this link: <http://www.tnstate.edu/extension/>

- Wilson County Promotions, Inc. is the nonprofit that promotes, encourages, and stimulates the civic welfare and betterment of Wilson County, Tennessee, and the surrounding geographical area, through the promotion, ownership and operation of a Fair and other similar endeavors; to promote, encourage and maintain interest in agriculture, labor, industry, recreation, business, commerce, trade and any other civic function or interest by the exhibition method or otherwise; to cooperate with other citizens and groups of citizens interested in the same or similar purposes.
  - Wilson County Fair is the premier event for Wilson County, TN. It is a 9 day county fair that provides education and entertainment to all people in Wilson County, Tennessee, other states and countries.
- Fiddler's Grove Foundation, Inc. The Foundation was formed to manage the 50 plus structures in Fiddlers Grove, located at the James E. Ward Agricultural Center in Lebanon, TN. There are 10 executive committee members and numerous Foundation members. Foundation meetings are held on Thursdays each month. We have several resident artisan groups including Blacksmiths, Woodcarvers, Telephone Pioneers, Weavers, Master Gardeners, Stitchers in Time, Friends of Fiber, Model Train Club and other specialty groups such as Cowboy Church, Antique Car Club, Antique Tractor Club, and Grist Mill.
- Tennessee 4-H encourages diverse groups of youth to develop their unique skills and talents to the fullest potential. Young people participate in 4-H through clubs, special interest groups, after-school programs, camps and many other activities. **"Learning by doing"** through hands-on activities and community involvement empowers 4-H'er's to develop and strengthen life skills.

4-H is a family affair. This includes the parent-child relationship and the extended family of community and state. It is a unique blend of government, private business and volunteers working together to broaden the horizons of Tennessee's young people. 4-H is fun for both child and adult. 4-H is for YOUTH!

Young people participate in 4-H through school 4-H clubs, community clubs, special interest groups, after-school programs, camps and many other activities. Although there are many common activities, each county in Tennessee has its own unique programs and areas of emphasis.

4-H is a unique educational program for boys and girls in elementary through high school. It encourages diverse groups of youth to develop their skills and talents to the fullest. As 4-H'ers, youth actively participate in activities, events and projects that develop and strengthen life skills. 4-H is open to everyone. Each county has exciting and fun programs!

## Archives

Wilson County FCE Archives are located in two cabinets at the UT-TSU Extension, Wilson County office in the conference room.

# Glossary

- By-Laws: Governing rules of any organization.
- Central Region: Comprised of 31 counties in the middle part of Tennessee.
- County council: governing body of the county FCE program.
- CVUs: Certified Volunteer Units
- FCE: Family and Community Education
- FCL: Family and Community Leadership
- NAFCE: National Association for Family and Community Education
- Newsletter: Developed by the county Extension agent and distributed quarterly to FCE members.
- Non-Profit Status 501(c)3: Wilson County FCE is a 501(c)3 organization. Section **501(c)(3)** is the portion of the US Internal Revenue Code that allows for federal tax exemption of **nonprofit** organizations, specifically those that are considered public charities, private foundations or private operating foundations.
- State Projects: Set by the TAFCE board. State projects are found at <https://ag.tennessee.edu/tafce/Pages/projects.aspx> and focus on state specific issues that affect Tennesseans.
- TAFCE, Central Region: Tennessee Association for Family and Community Education in the Central Region
- TAFCE: Tennessee Association for Family and Community Education
- Extension Agent Advisor: The Extension Agent Advisor is the Family and Consumer Sciences Extension Agent in the county. This agent is employed by the University of Tennessee and the office is located at the local Extension office.
- Yearbook: The annual book that is given to each member including county specific events, activities and deadlines.

**BY-LAWS**  
**Wilson County fce**

**ARTICLE I—NAME**

The name of this organization shall be the Wilson County Association for Family and Community Education. In all cases where the acronym fce is used, it means Family and Community Education and Council means the representative body of Wilson County fce.

**ARTICLE II—OBJECTIVES**

The objectives of the Wilson County fce shall be:

- (a) To bind together the fce clubs of Wilson County in educational programs and activities that promotes higher standards of family living, homemaking and citizenship responsibility.
- (b) To further strengthen, develop, coordinate and extend adult education in Family and Consumer Sciences to improve the quality of living in cooperation with University of Tennessee Extension and the local county governments.
- (c) To provide opportunity for fce members cooperating in Extension Family and Consumer Sciences educational programs to pool their judgment and experiences for the progressive improvement of home and community life.
- (d) To offer a means by which fce members, in cooperation with University of Tennessee Extension, may interpret and promote educational and citizenship programs of state, national and international importance in the preservation of the American home and provide opportunities for better understanding throughout the world.
- (e) To promote family strengths and leadership development.

**ARTICLE III—MEMBERSHIP**

The membership of this organization shall be composed of members of Wilson County fce clubs irrespective of race, age, color, national origin, sex, disability, or creed. Members must subscribe to these bylaws and must pay annual membership dues.

**ARTICLE IV—LOCAL WILSON COUNTY FCE CLUBS**

**Section I—CLUBS**

- (a) The individual Wilson County fce Clubs are: Cedar Hill, Commerce, Green Hill, Leeville, Norene, Oakland, Shop Springs, Statesville and Tuckers Crossroads.

- (b) In order for an individual club to retain club status, there must be a minimum of three members that meet officer qualifications and are willing to assume leadership. See Article IV, Section II.

#### Section II—OFFICERS

- (a) The elected officers of individual clubs shall be a President, Secretary and Treasurer.
- (b) Individual clubs may elect other officers as deemed necessary by the club.
- (c) Candidates for all elected officers shall have held membership in his/her respective club for no less than two years.
- (d) When club members transfer from one club to another, it is at the discretion of the individual club to determine eligibility. However, the candidates must acquire the minimum of two years of general fce membership before holding office.

#### Section III—CLUB CONFLICT

- (a) In case of individual club conflict, the County fce Board of Directors have authority to assume leadership of the club with no prior approval from club members.
- (b) To determine club conflict, the Board of Directors shall be invited to attend the club meetings by a minimum of one club member.
- (c) The County fce Board of Directors must attend at minimum one club meeting for mediation purposes prior to a decision to assume leadership of an individual club.
- (d) If the County fce Board of Directors assume leadership of an individual club, the full County fce Board of Directors have complete voting privileges on all club matters.

#### Section IV—CLUBHOUSES OR OTHER REAL PROPERTIES

- (a) Individual clubs that own clubhouses must have a documented administrative structure.
- (b) All club and clubhouse finances and expenses must be kept separate.
- (c) The most current deed of clubhouse or other real properties must be submitted to the County fce Council Secretary and the University of Tennessee Wilson County Extension Family and Consumer Sciences Agent for filing purposes.
- (d) A succession plan must be documented and on file with the County fce Council Secretary and the University of Tennessee Wilson County Extension Family and Consumer Sciences Agent.
- (e) If the succession plan is updated, a new plan must be submitted to the County fce Council Secretary and the University of Tennessee Wilson County Extension Family and Consumer Sciences Agent.

#### Section V—OTHER CLUB MATTERS

- (a) A club will be dissolved if membership drops below the 3 member/officer requirement in Section I (b) above.
- (b) In case of dissolution, individual clubs shall assign all assets, including property and finances, to the Wilson County Association for Family and Community Education

managed by the County fce Board of Directors. If Article IV, Section IV, d., is followed, this rule regarding property is null and void.

- (c) All liabilities and obligations shall be paid, satisfied and discharged, or adequate provision shall be made therefore. Assets not held upon a condition requiring return, transfer or conveyance to any other organization or individual (as set forth in Section IV [c, and d] and Section V [b]) shall be distributed, transferred, or conveyed, in trust or otherwise, to the Wilson County fce Board of Directors to be disbursed to charitable and educational organization, organized under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, of a similar or like nature to this organization, as determined by the Board of Directors.
- (d) No dividends or other distribution shall be declared to be paid to any member of fce.

## ARTICLE V—COUNTY FCE COUNCIL

### Section I—GOVERNING BODY AND BY-LAWS

- (a) These by-laws are the governing rules of the Wilson County fce Council and thus, are the governing rules of all Wilson County fce Clubs. These by-laws supersede any by-laws created by individual fce clubs in Wilson County.
- (b) Individual clubs must submit a copy of their by-laws to the County fce Council Secretary and the University of Tennessee Wilson County Extension Family and Consumer Sciences Agent for filing purposes.
- (c) If individual club by-laws are updated, individual clubs must submit a copy of their by-laws to the County fce Council Secretary and the University of Tennessee Wilson County Extension Family and Consumer Sciences Agent.
- (d) If individual clubs do not have by-laws on record with the County fce Council and the agent advisor, these by-laws serve as the individual club by-laws.

## ARTICLE VI—FINANCES

### Section I—DUES

- (a) A budget, based on the annual dues for each member, will be prepared by Wilson County Treasurer and approved by the Board of Directors. The Wilson County Treasurer must receive dues for the following year by July 31 of the present year.

### Section II—REIMBURSEMENT

- (a) Expenses incurred by officers in pursuance of the office shall be paid by the Treasurer upon receipt of an itemized bill. Expenses over \$50.00 must have prior Presidential approval.
- (b) Expenses incurred by members of committees appointed by Wilson County Council in the pursuance of the committee assignment shall be paid by the Treasurer upon receipt of an itemized bill. Expenses over \$50.00 must have

prior Presidential approval.

### Section III—OTHER FINANCIAL MATTERS

(a) In case of dissolution, the Wilson County fce Board shall assign all its assets to educational programs that are in line with the mission of the Wilson County Association for Family and Community Education.

(b) No dividends or other distribution shall be declared to be paid to any member of fce.

### ARTICLE VI OFFICERS

#### Section I—OFFICERS

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

#### Section II—ELECTIONS

(a) The election of the President, Vice President and Treasurer shall be at the third (3<sup>rd</sup>) quarterly scheduled Wilson County Council meeting in odd years. These officers will assume their duties on January 1 following their election.

(b) The election of President-Elect and Secretary shall be at the third (3<sup>rd</sup>) quarterly council meeting in even years. These officers will assume their duties on January 1<sup>st</sup> following their election.

(c) All officers, except President-Elect, shall serve one two (2) year term. The President-Elect shall serve for a one (1) year term and then shall serve two (2) years as President.

(d) Nominations shall be made by a nominating committee consisting of the Wilson County Vice President serving as chairperson and a member from two fce clubs in Wilson County who will be appointed by the President. All candidates for office must be a member of Wilson County fce in good standing.

(e) If no nominations are received for a specific office by the deadline, nominations for office may be made at the last meeting of the Wilson County Council by a voting delegate, if candidate's consent has been secured. The nominating chairperson will announce all persons running for office and open the floor to other nominations.

(f) All nominees should be present for election.

(g) Nominations must reach the nominating committee by the date established by the Board. The nominating committee will determine eligibility.

- (h) Election shall be by written ballot at the third (3<sup>rd</sup>) quarterly meeting of the Wilson County fce Council unless there is only one candidate for the office. A majority vote of those members eligible to vote is required for election to an office. If a majority vote is not reached after two ballots are cast; all names shall be deleted except the two who received the largest number of votes on the second ballot. Voting continues until a candidate receives a majority.
- (i) The President shall appoint three non-voting delegates to act as tellers to count ballots. Those appointed to count ballots cannot be one of the candidates for office. The President shall instruct the tellers to report the number of votes cast for individual candidates to the President for declaration of the winner, to the secretary for inclusion in the official records and to the general assembly upon request.
- (j) If an officer resigns, fails to carry out the duties of that office, or cannot serve out the term of office, the county President will appoint a qualified member to serve out the term.
- (k) No person may hold more than one elected office of the Wilson County fce Council at any given time.
- (l) No more than two (2) members from the same club shall hold an elected office.
- (m) All officers must submit to their successors all material pertinent to procedure, duties and responsibilities of that office.

### Section III—QUALIFICATIONS

Candidates for President, President-Elect, Vice President, Secretary and Treasurer shall have held a leadership position in his/her respective club for a minimum of two years.

### Section VII—DUTIES

- (a) President: The President shall:
  - (1) Preside at all meetings of this Wilson County Council and its Board,
  - (2) Appoint Council Committee Chairmen needed to carry on the business of this Council subject to approval of the Board,
  - (3) Report to the membership quarterly,
  - (4) Perform all acts and duties usually performed by an executive, and presiding officer, and
  - (5) Serve with no vote, unless there is a tie.
- (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, and
- (3) Serve with a vote on the Wilson County fce Board of Directors.

(c) Vice President- The Vice President shall:

- 1) Assist the President and perform all assigned duties during the two year term of office,
- 2) Serve as chairman of the nominating committee, CVU Program, Creative Writing Program and Character Counts Program,
- 3) Work in cooperation with the Treasurer to see that the finances are audited or reviewed at the discretion of the Board of Directors, and
- 4) Coordinate public relations for Wilson County fce in collaboration with the Wilson County FCS Extension Agent.
- 5) Make a full report of all matters and business pertaining to this office at each meeting of the Board of Directors and Wilson County Council,
- 6) Perform the duties of the President in the event of resignation, disability or death until the next meeting of the Board of Directors, and
- 7) Serve with a vote on the Wilson County Board of Directors.

(d) Secretary - The Secretary shall:

- (1) Keep a complete record of all meetings of the Wilson County Council and the Board of Directors,
- (2) Coordinate correspondence regarding all meetings of Wilson County fce Council and the Board of Directors,
- (3) May sign papers pertaining to the Council as authorized or directed by the Board,
- (4) Distribute minutes at all meetings of the Wilson County fce Council and the Board of Directors,
- (5) Serve as Chairperson of the By-Laws Committee. All notice required by these By-Laws are to be sent and a full report made of all business pertaining to the office as requested by the Board, and
- (6) Serve with a vote on the Wilson County Board of Directors.

(e) Treasurer - The Treasurer shall:

- (1) Receive and keep records of all funds and pay all authorized expenses. Deposits of all moneys and checks must be made within 3 business days of receipt,
  - (2) Make a full report of all matters and business pertaining to this office at the each meeting of the Board of Directors and Wilson County Council,
  - (3) Serve as chairperson of the Finance Committee,
  - (4) Perform such other duties as may be prescribed by the Board of Directors and work in cooperation with the Vice President for Public Policy to arrange for audit of books. (See Section IV, (d)), and
  - (5) Serve with a vote on the Wilson County Board of Directors.
- (f) Council Committee - The Council Committee work areas are: Best of the Best, Bazaar, Cultural Arts, Fashion Review, newsletter, and other areas as deemed necessary. The Council Committee shall:
- (1) Be appointed by the Wilson County fce President,
  - (2) Establish communications and keep all clubs informed on the planned programs,
  - (3) Each Committee Chairman shall serve with a vote on the Wilson County fce Board of Directors,
  - (4) Make a full report of all matters and business pertaining to this office at each meeting of the Board of Directors and Wilson County Council when necessary,
  - (5) Complete and submit reports on time, and
  - (6) Submit to their successor ALL material pertinent to procedures, duties and responsibilities of that office, and

## ARTICLE VIII—BOARD OF DIRECTORS

### Section I - RESPONSIBILITIES

- (a) The business, property and affairs of this Wilson County Council shall be managed by a Board of Directors

### Section II—COMPOSITION

- (a) The Board of Directors shall consist of the President, President-Elect, Vice President, Secretary, Treasurer and the Council Committee. The University of Tennessee Wilson County Extension Family and Consumer Sciences Extension Agent will serve as

advisor to the Board of Directors.

### Section III—RESPONSIBILITIES

- (a) Transact any business of Wilson County fce,
- (b) Carry out responsibilities within these By-Laws, and
- (c) Give leadership to planning and implementing all activities of Wilson County fce.
- (d) Business may be conducted by mail, phone, fax, e-mail, or conference call.

### Section IV—MEETINGS

- (a) The Board of Directors shall meet at the time and place determined by the President and the Wilson County FCS Extension Agent.
- (b) Meetings may be called at any time by the President or a majority of the Board.
- (c) A simple majority of the members of the Board shall constitute a quorum for the transaction of all business.

### Section V—NOTICE OF MEETINGS

- (a) The President shall have the Secretary notify all members of the Board at least seven days before every meeting. The notices shall include the time, place and purpose(s) of the meeting.

### Section VI—COMMITTEES

The Board may establish such standing and temporary committees as needed, at their discretion, which may be required to carry out the objectives of the Council, Chairpersons of these committees shall:

- (1) Attend Wilson County Council and Board meetings and collectively have one vote, and
- (2) Provide a report to the council and Board of Directors when necessary.

## ARTICLE IX—MEETINGS

### Section I—COUNTY

#### MEETINGS

- (a) The County meetings shall be held at the time and place designated by the Board of Directors, with a minimum of four meetings per year.

## Section II—MEETINGS

- (a) A meeting of the members may be called at any time by the President or by a majority of the voting membership. The President shall call a meeting within thirty (30) days after receipt of a written request by 10% of the Wilson County members in good standing.
- (b) Additions to the agendas must be submitted to the presiding officer of meeting no later than 10 days prior to the meeting.

## Section III—VOTING DELEGATES

- (a) The voting delegates shall be the Wilson County Board of Directors, and the President and Secretary of each club in Wilson County. In the absence of the club President and/or Secretary, an alternate may be appointed by the club. All voting delegates must be paid Wilson County fce members in good standing.
- (b) If a club does not have a member present at any county meeting, they will not have a vote.

## Section IV—NOTICE OF MEETINGS

- (a) The Secretary, at the request of the President, shall notify the Wilson County Board of Directors and the President and Secretary of each fce club, of any meetings, to include time and place, at least 7 (seven) days prior to the meeting. As a courtesy, Wilson County FCS Extension Agent and/or staff will be informed as well.

## Section V - QUORUM

- (a) Two-thirds of the voting delegates present shall constitute a quorum at any meeting.

## ARTICLE X—PARLIAMENTARY AUTHORITY

The rules contained in the most recent revision of Robert's Rules of Order (most current edition) shall govern this Association.

## ARTICLE XI—COMPENSATION, POLITICAL CONFLICTS, AND/OR OTHER ACTIVITES

No part of the net earnings of Wilson County fce Clubs shall inure to the benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that Wilson County fce Clubs shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes.

No substantial part of the activities of Wilson County fce Clubs shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and Wilson County fce Clubs shall not participate in, or intervene in (including the publishing or distribution of statements)

any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, Wilson County fce Clubs shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### ARTICLE XII—INDEMNIFICATION

Any officer who is involved in litigation by reason of his or her position as an officer of this organization shall be held indemnified and held harmless by the organization to the fullest extent authorized by law as it now exists or may subsequently be amended (but in the case of any such amendment, only to the extent that such amendment permits the organization to provide broader indemnification rights).

#### ARTICLE XIII—AMENDMENT

These By-Laws may be amended by a two-thirds majority vote of the delegates present at any county meeting of the Council. Notice of the proposed change shall be included in meeting notification mailed to the Board, Presidents and Secretaries of the Clubs no less than 30 days prior to meeting. As long as the fce, Wilson County, is affiliated with the TAFCE, it shall not be necessary to amend the By-Laws for the change of components of the Association. It is the express wish of this Association that all such changes be automatic, conforming to the Tennessee Association.

We, the undersigned, being the incorporators and members of the TAFCE, Wilson County Board does hereby consent to the foregoing By-Laws and do adopt the same as the By-Laws of said Council. In witness thereof we have here unto subscribed our names this October 25, 2018.

Dorothy Dunn, President



Penny West, Vice-President



Judy Throneberry, Secretary



Genevieve Kilga, Treasurer



Wanda Briddelle, Cultural Arts Chair



Robbie Rodgers, Fashion Revue Chair



Delane Kolbe, Best of the Best Chair



# Wilson County FCE Spending Policy

## Revised October 18, 2018

1. All requests for reimbursements must include original receipts and reimbursement voucher. All requests for reimbursement must be made within 30 days of incurrence. No reimbursements will be made without appropriate receipts.
2. The Board must pre-approve all non-policy and non-budgeted expenditures. Expenses incurred without prior Board approval will not be reimbursed.
3. All deposits must be made within 5 business days upon receiving funds.
4. Board members will be reimbursed for envelopes and postage for official correspondence only. Members must use the US Postal Service. The Board must pre-approve alternate shipping methods, including appropriate reimbursement approval.
5. Board members must make all official document copies at the Extension office. Expenses for copies made elsewhere will not be reimbursed.
6. The Board will reimburse only the Board President or designated representative for these listed expenses to attend the TAFCE Annual Conference.
  - a. Registration, Banquet and Regional Breakfast
  - b. Hotel Room. Limited to the published event block rate. Hotel expenses incurred above this rate will not be reimbursed.
  - c. Mileage at \$0.49 per mile if the convention is out of the Central Region. Mileage will not be reimbursed when the convention is in the Central Region.
  - d. Personal meals will not be reimbursed.
7. The Board shall donate a memorial gift to a charity or non-profit organization designated by the board member's home club or to the Charles Jennett Education Fund in the event of the death of a board member.
8. The Board shall donate a monetary gift to a charity or non-profit organization designated by the board member's home club or to the Charles Jennett Education Fund in the name of the outgoing board members at the completion of the officer's term.
9. The Board shall present an award to the winner of the annual county Character Counts competition. The Board shall determine the nature of this award.
10. The Board shall propose an annual budget to the County Council.
  - a. The budget shall include specific amounts for above policy items number 6, 7 and 8 each year.
  - b. The budget shall include an allowance for special projects.
  - c. The budget shall include separate line items for luncheon expenses such as food, decorations, entertainment and gifts.

# Wilson County FCE Luncheon

## Check List

- Club accepts responsibility for Luncheon
- Club President appoints a committee and chairperson
- Chairperson contacts Wilson County fce Treasurer and asks for the budgeted amount for the luncheon
- Arrange a meeting with FCS Extension Agent, Wilson County fce President and Committee Members
- Items to discuss during meeting

### *Set-up logistics*

- Who will set up tables? \_\_\_\_\_
- Who will set up chairs? \_\_\_\_\_
- Who will set up decorations? \_\_\_\_\_
- What time will you set up? \_\_\_\_\_
- Who needs to be at set up? \_\_\_\_\_
- Are microphones needed? How many? \_\_\_\_\_
- Who will secure microphones? \_\_\_\_\_
- Is a podium needed? \_\_\_\_\_
- Is the stage needed? \_\_\_\_\_

### *Day of Luncheon logistics*

- Who will be greeters? \_\_\_\_\_
- Who will be the time keeper? \_\_\_\_\_
- Who will conduct the following?
  - Opening remarks: \_\_\_\_\_
  - Pledge of Allegiance: \_\_\_\_\_
  - Thought for the Day: \_\_\_\_\_
  - Invocation: \_\_\_\_\_
  - Introduction of Speaker: \_\_\_\_\_
  - Announcements: \_\_\_\_\_
  - Closing Remarks: \_\_\_\_\_

### *Luncheon Nuts & Bolts*

- Budget for Luncheon:    \$ \_\_\_\_\_
- Theme: \_\_\_\_\_
- Type of decorations: \_\_\_\_\_

# Wilson County FCE Luncheon

## Check List

Who will be in charge of decorations: \_\_\_\_\_

### Speaker

Who will be in charge of securing a speaker? \_\_\_\_\_

Speaker Name: \_\_\_\_\_

Contact Telephone # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Topic: \_\_\_\_\_

### Caterer

*(Special Note: Please make sure that the caterer understands the following should be included in the price per person—plates, cups, napkins, individual cutlery, etc.)*

Caterer Name: \_\_\_\_\_

Contact Telephone # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Price per person: \_\_\_\_\_

### Tickets

*(Tickets are printed on large sized labels. It is the responsibility of the FCS Extension agent to design nametags)*

What date should tickets go on sale? \_\_\_\_\_

When date should tickets sales end? \_\_\_\_\_

### Printed Program

*(It is the responsibility of the FCS Extension agent to design the program)*

What color paper? \_\_\_\_\_

How many should be printed? \_\_\_\_\_

Usual information included on program

▪ Theme: \_\_\_\_\_

▪ Date: \_\_\_\_\_

▪ Location : \_\_\_\_\_

▪ Time doors open: \_\_\_\_\_

▪ Menu: \_\_\_\_\_

# Wilson County FCE Luncheon

## Check List

- Planning Committee: \_\_\_\_\_
- Opening remarks: \_\_\_\_\_
- Pledge of Allegiance: \_\_\_\_\_
- Thought for the Day: \_\_\_\_\_
- Introduction of Speaker: \_\_\_\_\_
- Speaker: \_\_\_\_\_
- Announcements: \_\_\_\_\_
- Closing Remarks: \_\_\_\_\_
- Special Thanks: \_\_\_\_\_

### Door Prizes

- Will door prizes be offered? Yes or No
- What will the door prizes be? \_\_\_\_\_
- How many door prizes will be offered? \_\_\_\_\_
- Who will be in charge of securing door prizes? \_\_\_\_\_
- What method will be used to give door prizes? \_\_\_\_\_
- Who will be in charge of giving door prizes? \_\_\_\_\_

### Clean Up logistics

- Tie up trash and leave in trashcans
- Push trashcans to front of room and leave close to doors
- Pick up/sweep any food that is on floor
- Pick up any decorations
- Check kitchens to make sure no items are left and they are left clean and free of mess
- Check restrooms (4) to make sure they are left clean and free of mess

### **Special Notes:**

- ✓ Tables and chairs DO NOT have to be taken down.
- ✓ Podium can remain in position
- ✓ Stage can remain in position
- ✓ Microphones need to be returned to the Ag Center Office and returned to either the Director or Secretary.

## **Social Media Guidelines for Wilson County fce**

### **Wilson County fce Perspective on Social Media**

Wilson County fce is enthusiastic about social media because experience shows that it can help clubs connect with people who share the same interests. Moreover, social media can enable clubs to speed up communications among club members and their communities. Wilson County fce is increasing its use of social media for the same reasons.

By "social media," we mean new Web 2.0 applications that let people to share digital text, graphics, audio and video content and to express themselves by commenting on content or others' comments. Some well-known social media platforms are: **Facebook, Twitter, Google+, LinkedIn, YouTube, MySpace, Foursquare** and **Orkut**, as well as **blogs**. Many forums and websites have social media features, too. Both of the latter have existed for decades, but social media is making them more popular. Websites are social if they enable comments on their content.

### **Guidelines for the Public**

Wilson County fce strives to nurture a vibrant and robust community, and we are enthusiastic about using social media to open new channels of communication and collaboration. Social media can help us to communicate better about things we care about, so we can work together to make things happen.

Since social media are new to most of us, we have created these guidelines to help everyone understand some basic rules. When participating in social media related to Wilson County fce, please keep these guidelines in mind:

- We invite all individuals' participation in social media related to Wilson County fce, but people's thoughts are their own; they don't represent the view of Wilson County fce. We want all members to be able to express themselves as they wish and to be free to comment on each other's thoughts.
- Your behavior will affect how people perceive you and create your reputation, so be courteous and respect others as you would like to be respected. It is okay to disagree and have vigorous debates without insulting anyone. State your opinions and make your case without cutting people down.
- Strive to be helpful to people and the group, which will improve your reputation. Tie your comments to the topic that people are discussing. If you want to talk about something else, feel free to start another topic. In general, social media as it relates to Wilson County fce is not the place to talk about potentially divisive topics.
- Don't pick up the gauntlet. If someone makes negative comments about something you hold dear, resist the urge to write something negative in return. Rise above. Most negative comments are really frustrations or requests for help, so try being helpful rather than negative. Your behavior in these situations goes a long way in defining your reputation.
- Understand that anything you share digitally can be distributed on the Internet, and most content is searchable. Even if you share a comment, picture or video in a site

that you believe is "private," anyone can take it and share outside, so keep in mind that all content is explicitly or potentially public. Although it's often best to use your real name on social media sites, it's probably not a good idea to share personal details such as physical address, phone numbers, work schedules, ID numbers, etc.

- Keep it clean. We reserve the right to remove any content at any time that does not adhere to this policy or federal, state or local law. This includes any text, picture, audio or video content or link that promotes illegal activity, discrimination, profanity, sexual material, uninvited selling or spamming, promotion of unsafe behavior, viruses or malware or that violates copyright or confidentiality. People who repeatedly share forbidden content may be barred from any social media related to Wilson County fce.
- Please understand that Wilson County fce cannot be responsible for links and thoughts that people share. Links and opinions do not imply endorsement of our organization. We are very interested in your thoughts and questions about social media and policy related to Wilson County fce, so we invite you to message us with questions or comments.

### **Guidelines for Club Members**

Club members, In addition to the above guidelines, please consider these:

- No person, other than social media coordinators (members of the Board of Directors) shall create any type of social media account, event, or other in the name of Wilson County fce or its programs, activities and special committees/workshops.
- When you interact on social media sites, including your club's (if, applicable), please represent yourself, not your club or Wilson County fce, unless you are a club officer authorized to speak publicly for your club. Clubs should never represent Wilson County fce.
- The Wilson County fce By-Laws applies on social media sites, too. Consideration, confidence and trust are the basis of healthy communities, so it's generally not a good idea to discuss confidential topics or share internal documents on social media sites.
- Be transparent. When you are discussing Wilson County fce or projects related to our work, whether on one of your club's presences or another site, disclose that you are an fce members, so people know where you're coming from.
- Each platform has features that let you "flag" false or spam posts, so you can help the club administrator(s) by flagging spam posts. Usually only administrators can remove spam, but you can alert them. Note that "spam" doesn't mean posts you don't like or disagree with, it is blatant, impersonal selling on your site.

### **Guidelines for Wilson County fce Social Media Coordinators**

In addition to the above guidelines, social media coordinators are administrators of organization's social media presences and have special considerations:

- The FCS Extension agent will be the primary administrator for social media related to Wilson County fce.

- Members of the Board of Directors will also be administrators, however, it is the agents' responsibility to add and remove these members as they rotate off and onto the Board of Directors.
- No person, other than social media coordinators (members of the Board of Directors) shall create any type of social media account, event, or other in the name of Wilson County fce or its programs, activities and special committees/workshops.
- Just like physical "meeting rooms," social media sites are most welcoming when people feel that the host is present and truly interested in what guests have to say. So yours is a fine balancing act between encouraging people to share, permitting a wide range of behavior and intervening only if things are getting out of hand.
- It is very important to uphold your policy consistently, so everyone knows the rules are real. Along with this, plan on adjusting your policy when some part doesn't make sense, so it works for your club, and it's easy to uphold.
- If someone posts a comment that you or club members feel is critical or "negative" to your club or cause, read it several times before you react. Is it constructive? If so, don't be afraid to dialog with the person, great things can come out of it. On the other hand, if you feel that it violates this policy, you can remove it.
- By far, the most common offense is people spamming your presence; for example, housewives getting rich "working from home." Immediately remove those posts, and report them to the platform (i.e. Facebook, Twitter) as spam. If you don't remove them, they can signal to your members that your space isn't well tended.
- Practice good password management. Assign each administrator his/her own account rather than managing from one account.
- Make sure an administrator understands and agrees to your club's guidelines before you put him/her into the role.

Adopted on October 13, 2015