

The Wilson County Association for Family and Community Education's Bylaws and Handbook

Revised 2025



This Handbook serves as an extension of the Wilson County FCE Bylaws and are the governing rules for the Wilson County Association for Family and Community Education.

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.

Table of Contents

What is FCE?	3
Wilson County FCE Club Creed	3
Membership Dues and Guidelines	3-6
- Members	3
- Transferring Membership	4
- Associates	5
- National	6
- Recruitment	6
Meetings	6-8
- Club Meetings and Meeting Procedure	7
- County Meetings	7
- Regional Meetings	8
- State Meetings	8
- National Meetings	8
Wilson County FCE Board of Director Responsibilities and Duties	9-18
- County President	9
- County President Elect	13
- County Past President	13
- County Vice President	9
- County Secretary	10
- County Treasurer	12
- County Chairpersons	13-18
Wilson County Club Officer Responsibilities	18-19
- Club President	18
- Club Vice President	18
- Club Secretary	19
- Club Treasurer	19
FCE Opportunities and Activities	19-21
- Leader Lessons	19
- Family and Community Leadership Training	20
- Service Project and Craft Day Coordinator	20
- FCS Extension Volunteerism	20
- FCE Competitions – Cultural Arts, Fashion Revue, Creative Writing, 100% Member and Master Club	21
- FCE Scholarships – Furthering Education and Leadership Retreat	21
Valued Community Partnerships	22
Wilson County FCE Spending Policy	23
Wilson County FCE Grant Submission Guidelines	24
Wilson County FCE Social Media Guidelines	25-27
Wilson County FCE Official Bylaws	28-35

What is FCE?

FCE stands for Family and Community Education. We are a grassroots volunteer organization who work together to strengthen our homes and communities by improving the quality of life of individuals and families through continuing education, leadership development, and community service. Over the last 100+ years, we've grown from small community clubs, into a world-wide network focused on growth through education.

Wilson County FCE has almost 200 members in eleven clubs across the county who work to improve the lives of their communities. Our clubs are Cedar Hill Club, Commerce Club, Gladeville Homemakers, Green Hill Women's Club, Leeville Club, Oakland Club, Shop Springs Club, Southwest Community Club, Statesville Club, and Tucker's Crossroads Club.

Wilson County Club Creed

“Keep us, O God, from pettiness. Let us be large in thought, in word, in deed.
Let us be done with fault-finding and leave off self-seeking.
May we put away all pretense and meet each other face to face without self-pity and without prejudice.
May we never be hasty in judgement and always generous.
Let us take time for all things; make us more calm, serene, and gentle.
Teach us to put into action our better impulses, straightforward and unafraid.
Grant that we may realize it is the little things that create differences, that in the big things of life, we are one.
And may we strive to touch and to know the great, common human heart of us all,
and O Lord God let us not forget to be kind.”
- Mary Stewart

Membership Dues and Guidelines

This organization shall be composed of Wilson County FCE Members and Wilson County FCE Associates and cannot discriminate against members or prospective members on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, pregnancy, marital status, gender identity, age, physical or mental disability, or covered veteran status.

- Wilson County FCE Members
 - Residents of Wilson County will pay \$15 by July 31 of each year through their chosen club to maintain membership for the next calendar year. This includes County, Region, and State dues, and does not include individual club dues. Individual clubs may have their own dues. Dues are to be paid to the Wilson County Treasurer.

- Members must subscribe to the organizational bylaws and must pay annual dues. Members who do not pay the \$15 annual dues by October of each year will not be counted as a member for the next year at the county, region, or state level, and may be required to pay \$30 as if they were a new member to be counted.
- New members must pay \$30 upon joining. This includes the remainder of the current year, plus the next calendar year.
- Members attend regular club meetings, retain club voting privileges, and are eligible to hold elected office at the club, county, region, and state levels.
- Members can only hold membership in one club, but may attend meetings and contribute to other clubs as they wish. It is the club's responsibility to determine if a "dual-member" is eligible to vote on club matters or serve as a chairperson, but a member is only eligible to hold an elected officer position in the club through which they pay their club, county, region, and state dues.
- Members receive benefits as follows:
 - Recognition as a member of a county organization.
 - Receive services and support from the Wilson County Extension Office.
 - Receive the monthly FCE Newsletter, *Wilson County FCE Connections*, and any FCE event flyers.
 - Have access to the *TAFCE, Central Region Newsletter*.
 - Have access to the state newsletter, *TAFCE Connection*.
 - Networking opportunities between other club members and associated community organizations.
 - Opportunities to attend regional and state meetings that can enhance your personal education and leadership skills through workshops, lessons, and tours.
 - Ability to enter in the Wilson County FCE Cultural Arts and Fashion Revue competitions, with opportunities to advance to the regional and state competitions.
 - Access to FCE produced educational materials, programs, publications, and contests.
 - Opportunities to develop leadership skills through both county and Family and Community Leadership (FCL) trainings.
 - Eligibility for FCE certificates, awards, and recognition at the county, region, and state levels.
 - Membership affiliation with the CHARACTER COUNTS! Coalition.
 - Participation in county service projects that benefit Wilson and surrounding counties.
 - Make a difference in your family, your community, and the State of Tennessee!
- Transferring Membership

- Option 1) Change clubs when paying annual dues. Simply write your new club's name on the club line of the Membership Renewal Form that is submitted with your county dues. You will still be considered a member of your previous club until January 1 of the next year.
- Option 2) To transfer membership effective immediately, a formal statement (written, or sent via email) should be submitted to: the County FCE President, Treasurer, and Membership Chairperson; the elected officers of the previous club; the elected officers of the new club; and, the FCS Extension Agent Advisor. This is to ensure proper communication and maintenance of paperwork. At a minimum the statement should include which club you're leaving, which club you're joining, and the transfer's effective date.
- It is the previous club's responsibility to decide if the transferring member should receive a refund of any club dues paid.
- It is the accepting club's responsibility to decide if the transferring member's years of service will follow them, if your club has a rule that dictates how many years a person can be a member of the club before holding a leadership position.
- Wilson County FCE Associates (formally known as mailbox members)
 - Associates may be county dues paying members who do not affiliate with an individual club, OR a county member who holds primary membership in a county other than Wilson County.
 - The annual dues for a Wilson County FCE Associate will be \$8, to be paid to the Wilson County Treasurer by October of each year.
 - Associates who pay individual club dues and attend regular club meetings may hold rights as outlined by the club (such as voting privileges or right to hold office). It is the club's responsibility to determine an Associate members' rights within the club. This type of Associate is allowed to serve as a voting delegate on the County Council if they're voted into office by the club, but would be unable to serve as a Wilson County voting delegate on regional or state matters. They are able to serve on the Wilson County Board of Directors as chairpersons, but ineligible to hold an elected position.
 - Associates who are unaffiliated with a club and do not attend regular club meetings are ineligible to hold elected office or serve as chairperson at the club or county level.
 - Wilson County FCE Associates retain benefits as follows:
 - Recognition as a member of a county organization.
 - Receive services and support from the Wilson County Extension Office.
 - Receive the monthly newsletter, *Wilson County FCE Connections*, and any county level event flyers.
 - Networking opportunities with Wilson County FCE and other community organizations.

- Ability to enter in the Wilson County FCE Cultural Arts and Fashion Revue, and Creative Writing competitions, with no advancement to the regional or state competitions.
- Access to FCE produced education materials, programs, and publications.
- Opportunities to develop leadership skills through county trainings.
- Eligibility for county level certificates, awards, and recognition only.
- Membership affiliation with the CHARACTER COUNTS! Coalition.
- Ability to participate in county service projects and programs, and other county events such as the Spring Luncheon, Picnic, and craft days.
- Make a difference in your family and community!
- National Members
 - To become a National FCE Member, you must pay national dues separate from club and county dues. There is a separate form that must be filled out. Please contact your club or county officers, or the FCS Extension Agent Advisor to obtain this form. You may also visit www.nafce.org/fcemembershipapplicationforms to download the National FCE Membership Application form. Please notify the County Treasurer of your National Member status.

Membership Recruitment

New members are the spark that keeps FCE alive, ensuring continuity and vitality for future endeavors. It is each and every member's responsibility to do their part to grow this organization.

- Building Membership Objectives
 - To increase FCE membership on the local, state, and national levels.
 - To understand that membership building is a constant, ongoing process that requires effort from each member.
 - To plan how the organization's goals are perceived in the community, and adjust as needed to ensure community involvement.
 - To keep FCE's mission front and center for the members and the community.
 - To know that as a member, you represent FCE through your volunteer work.
 - To understand that to build membership, we must "market" FCE to the public.

Meetings

All meeting dates, locations, and scheduled times can be found in your annual Wilson County Yearbook. Dates, locations, and times are subject to change. A notification will be sent via email to all Members and Associates with an email address on file in a timely manner. It is the Member's or Associate's responsibility to check their email regularly for updates.

- Club Meetings
 - Each club should have ten (10) meetings per year, with two (2) free months. The two designated free months are August and December, and there will be no UT Extension educational program (Leader Lesson) provided for these months. Clubs can decide to designate other months as their free month, if they wish. Free months are designed so that a club has no obligation to meet, or to determine an off-site educational outing.
 - FCE Club Meeting Procedure
 - All Wilson County FCE Clubs should follow Robert’s Rules of Order to conduct club business. Meeting procedure is as follows:
 - Start your meeting on time.
 - President
 - Calls meeting to order.
 - Inspirational/Devotional/Song/Poem
 - Pledge to the American Flag
 - Optional – FCE Club Creed
 - Secretary
 - Roll Call.
 - Reading of minutes (if not provided electronically prior to the meeting)
 - President
 - Approval of the minutes by vote.
 - Treasurer
 - Report – all reports are subject to be filed for audit. Any budgets presented are required to be voted on for approval by the club.
 - President
 - Unfinished Business
 - New Business
 - Educational Program
 - Announcements
 - Adjournment
- County Meetings
 - The Wilson County Board of Directors meet a minimum of four (4) times per year. Meetings typically occur in January, April, July and October, with a transition meeting in December. Meeting months are subject to change.
 - County Council meetings are held quarterly, typically in January, April, July, and October (subject to change). All Members and Associates are able to attend.
 - Please see Article 6, Section 3 of the bylaws for more details on Board and County Council meetings.

- The Annual Spring Luncheon is Wilson County FCE's yearly awards banquet. The event is hosted by an individual club on a rotation based on when the club meets.
 - Please see the Wilson County FCE Spending Policy for financial details regarding the Luncheon.
 - The County Council or FCS Agent Advisor will provide a Luncheon Checklist to the host club at least six months prior to the Luncheon date to aid the club in planning and organizing the event. The host club schedule is based upon club meeting dates and times.
- The Annual Fall Picnic takes place in September and is hosted by the Board of Directors. This event is open to friends and family of FCE members.
- Regional Meetings
 - Central Region FCE Information Day is typically conducted in January of each year (subject to change). At this meeting, county officers from across the region attend leadership skill building trainings specific to their position, and counties are provided the Central Region Planner and regional UT Extension Leader Lessons.
 - Central Region Leadership Retreat is held in May of each year (subject to change), and holds a Central Region meeting that is open to all members attending. Please refer to your Yearbook for details on Retreat.
 - The Central Region Annual Meeting is held in September of each year (subject to change). At this meeting, Central Region Officer elections are held, as well as the Regional Cultural Arts and Fashion Revue competitions. Please refer to your Yearbook for details on the Annual Meeting.
- State Meetings
 - There is one state meeting held annually in November each year (subject to change) – The TAFCE State Conference. The location of this meeting is rotated annually across the three regions, and information for each conference is released to members in July. Conference packets will be available through the County Council, or on the Wilson County website.
- 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. Information on this conference can be found on their website at www.nafce.org

Wilson County FCE Board of Directors Responsibilities and Duties

The County President shall:

- Preside at all Wilson County Board and County Council meetings for their two-year term in office.
- Serve as the representative for Wilson County FCE.
- Coordinate public relations of Wilson County FCE in cooperation with FCE chairpersons and the Wilson County FCS Agent Advisor.
- Appoint standing and temporary committee chairpersons as needed.
- Serve as a de facto advisor on all Wilson County FCE committees.
- Report on all activities of the President to the County Council and membership.
- Perform the usual duties of an executive in the office of president.
- Serve with no vote on the Wilson County Council, unless there is a tie.
- Serve as the voting delegate for Wilson County at regional and state meetings.
- Have basic knowledge of Robert's Rules of Order and proper business procedure.
- Compile and submit the TAFCE State Projects County Summary report to Central Region FCE by the designated due date.
- Oversee the judging of Wilson County Heart of FCE and Wilson County Best of the Best nominations, and submit all winner's paperwork to Central Region FCE by the designated due date.
- Present Wilson County awards to members at the Annual Spring Luncheon, to include, but not limited to, CVU's, Heart of FCE, and Best of the Best.
- Work in cooperation with the UT Extension FCS Agent Advisor to plan events for the next year, deciding dates and obtaining building reservations for those events.
- Mentor the President-Elect on the office of president, when one is in office.
- Sign the official Tax Filing that the Treasurer submits in cooperation with a CPA each year.
- Meet all qualifications of the Wilson County FCE President as outlined in the current Wilson County FCE Bylaws.

The County Vice President shall:

- Assist the President and perform all assigned duties for the two-year term of office.
- Coordinate with the Wilson County FCE Secretary to create a meeting agenda that addresses upcoming activities and events.
- Assist the Media and Communications Chairperson and the UT Extension FCS Agent Advisor in coordinating public relation efforts.
- Serve as Chairperson of the Wilson County Nominating Committee.

- Communicate open officer positions to the Council and membership.
- Set a deadline for officer nominations to be submitted.
- Assemble a committee of at least three neutral and objective members from multiple clubs.
- Facilitate the review of submitted nominations, approving or disqualifying nominees as appropriate in accordance to the Wilson County Handbook and Bylaws.
- Ensure the committee is present at the July Council Meeting for officer elections, in the event nominees should be taken from the floor. The committee will review nominees from the floor during the meeting.
- Consult with the Wilson County FCE Secretary to ensure proper nomination and voting procedure as outlined in Robert's Rules of Order, the current Wilson County FCE Handbook, and current Wilson County FCE Bylaws.
- Be responsible for the marketing, collecting, and finding judges for (as needed), the CVU, Creative Writing, and Character Counts programs for Wilson County.
 - These programs must also be reported to Central Region FCE VP for Programs or VP for Public Policy by their respective due dates.
- Report on all activities of the Vice President to County Council and membership.
- Perform all duties of the office of President, should the president be absent for any reason.
- Serve with a vote on the Wilson County FCE Council.
- Have basic knowledge of Robert's Rules of Order and proper business procedure.
- Meet all qualifications of the Wilson County FCE Vice President as outlined in the current Wilson County FCE Bylaws.

The County Secretary shall:

- Keep a complete record of all Wilson County Board of Director meetings.
 - Create and disseminate a meeting agenda prior to meeting time via email, or by providing hard copies at the meeting.
 - Email the Board of Directors the previous Board and County Council meeting minutes at least two weeks prior to the next Board meeting.
 - Ensure proper motion and voting procedure are followed in accordance to Robert's Rules of Order, the current Wilson County Handbook, and the current Wilson County Bylaws.
- Keep a complete record of all Wilson County Council meetings.
 - Create and disseminate a meeting agenda prior to meeting time via email, or by providing hard copies at the meeting.
 - Email the County Council the previous County Council meeting minutes at least two weeks prior to the next County Council meeting, and have hard copies available as needed.

- Ensure proper motion and voting procedure are followed in accordance to Robert's Rules of Order, the current Wilson County Handbook, and the current Wilson County Bylaws.
- Communicate to the Wilson County FCE Council the date, time and location of all Board and County Council meetings.
- Sign documents pertaining to the Council as authorized or directed by the Board of Directors.
- Serve as Chairperson of the Bylaw and Handbook Committee.
 - Ensure each club has a copy of the most current Wilson County FCE Bylaws. It is the club president's responsibility to notify club members of new bylaws and where they can read them.
 - If bylaws should be changed, the entire FCE membership should be notified with the deadline by which to submit suggestions. Allow a deadline of 3-6 months in advance.
 - Assemble a committee of at least five FCE members from multiple clubs. The committee will take all suggestions into consideration and create a draft for proposed bylaws.
 - Proposed bylaws must be approved by the Board of Directors prior to presentation to the whole County Council. If approved, the proposed bylaws will be provided to the County Council officers a minimum of 30 days prior to the next County Council meeting, where the bylaws will be voted on. During the time between dissemination and voting of the bylaws, clubs are able to submit questions to the committee which will be addressed prior to the vote. The Secretary must ensure that voting follows proper procedure.
 - If proposed bylaws are voted to be approved, the new bylaws must be signed by every member of the Board of Directors before they are considered in effect and provided to each club.
 - As Chairperson, the Secretary is considered the leading expert on the bylaws, and can be called upon by the Board, County Council, or individual clubs, to address and absolve issues in accordance with the bylaws. Note that individual clubs may have their own bylaws, but these Wilson County FCE Bylaws and Handbook supersede individual bylaws.
- Pass all Wilson County FCE business records to the next elected Secretary at the end of their two-year term.
- Serve with a vote on the Wilson County FCE Council.
- Meet all qualifications of the Wilson County FCE Secretary as outlined in the current Wilson County FCE Bylaws.

The County Treasurer shall:

- Be up to date on the latest Guidelines from Secretary of State for Non-Profits and follow those guidelines as closely as possible.
- Be familiar with non-profit laws and procedures in the State of Tennessee.
- Make an effort to stay on top of all legal and financial issues.
- Be present at all Board and County Council meetings throughout the two-year term as treasurer to handle financial matters.
 - All expenses or payments not delineated within the yearly budget or the Official Spending Policy must be brought to a vote. The Official Spending Policy is on file in the Treasurer Records.
- Be proficient in Word, Excel, PowerPoint, Texting, Emailing, PDF Documents, Preparing Reports, and Banking, as any of these could be necessary to carry out the duties of this office.
- Maintain the CNA Surety Bond, due by January 31 of each year.
 - Email CNA Surety with the list of current Board members, if they have changed for that calendar year, by January 1, and revise cost as needed. The check for the bond should be mailed at least two weeks prior to the January 31 due date.
- Coordinate and assist with the completion, collection, and submission of the Financial Summaries for Clubs form due by January 31 each year. The County Treasurer should fill one out for the Wilson County Board of Directors, and all eleven clubs should submit their forms to the Treasurer to file with the yearly taxes.
- Facilitate the handling of paperwork between the UT-TSU Extension, Wilson County Office, Central Region FCE, TAFCE, and the Secretary of State.
 - UT-TSU Extension requires a copy of 600A forms, Information Day attendees, Leadership Retreat attendees, FCL participants, Annual Meeting attendees, Spring Luncheon attendees, and TAFCE State Conference attendees. These can be scanned and emailed, or presented as hard copies.
 - All documents and funds related to FCL, Leadership Retreat, Annual Meeting, and TAFCE State Conference must be sent to Central Region FCE by their respective due dates.
 - The Secretary of State must have a list of current Board of Directors.
- Compile quarterly Treasurer Reports listing all income and expenses of the last three months to be presented to the County Council at each meeting.
- Create and present a proposed budget for the next calendar year at the December Transition Board meeting. The proposed budget requires a Board vote before it is adopted.
- Serve as Chairperson of the Finance Committee – the Treasurer may appoint people to help with tasks if they so choose.
- Pass all Wilson County FCE financial records and documents to the next elected Treasurer at the end of their two-year term in office.

- Serve with a vote on the Wilson County FCE Council.
- Meet all qualifications of the Wilson County FCE Treasurer as outlined by the current Wilson County FCE Bylaws.

The County President-Elect shall:

- Learn from the County President all duties and responsibilities of president during their one-year term of office, and prepare to take office.
- To be elected as President-Elect, you agree to a four-year term: one year as President-Elect, two years as President, and one year as Past-President.
- Meet all qualifications of Wilson County FCE President-Elect and President as outlined by the Wilson County Bylaws.

The County Past-President shall:

- Mentor the current president on all functions, and serve as advisor to the Board for their one-year term, post-presidency.

The County Committee Chairpersons:

- The Cultural Arts Chairperson shall:
 - Effectively communicate with the Wilson County/Tennessee State Fair Office and FCS Extension Agent Advisor.
 - Ensure all fair paperwork, budgets, Check Lists, passes for those volunteering less than 20 hours, judges, and number of volunteers needed are provided to the Fair by their due dates.
 - Effectively carry out all organizational and procedural tasks:
 - Encourage participation in Cultural Arts throughout the year.
 - Ensure any category changes are made and submitted to fair office by February. Category changes are requested at the Transition Board Meeting, and obtained from the Central Region FCE Planner.
 - Notify FCS Extension Agent of intake dates and times to be included in the annual Yearbook.
 - Set up at the Expo Center prior to intake day – direct and organize all display items and tables, and place cards on tables designating where entry items are to go.
 - Ensure all entries are made by Wilson County FCE Members.
 - Ensure all entries are accounted for after each intake day.
 - Coordinate and oversee judges.
 - All entries are required to be signed for when the member picks up their items – create a sign-out sheet for members to sign.

- Place Preemie Caps in a small plastic tote, and Caps for Cancer in a large plastic tote. These are taken to Sarah Cannon Cancer Center at Summit. Contact Charge Nurse to coordinate donation.
 - Write an article for the newsletter on winners at the county, regional, and state levels.
- Effectively carry out all financial responsibilities:
 - Contact sponsors for Caps for Cancer and Preemie Caps to verify their sponsorship.
 - Create, finalize, and submit a budget on time for FCE, consulting with the Fashion Revue Chairperson, Quilt Square Chairperson, and FCS Extension Agent Advisor.
 - Create, Finalize and submit a budget on time for Preemie Caps.
 - Coordinate with the Fair Office to ensure all judges receive payment for their services.
 - Purchase the plastic totes for Preemie Caps and Caps for Cancer – the totes are donated with the caps.
 - Obtain the check for the club with the highest percentage of participation and present to winning club at the October County Council meeting.
- Effectively manage all volunteers:
 - Actively recruit volunteers throughout the year.
 - Decide how many volunteers are needed each day (set up, intake days, judging day, during the fair week, and take down day) and create a volunteer sign-in sheet for each day.
 - Once volunteers are scheduled, provide schedule to the Fair Office.
 - Assign duties to daily volunteers: those using computers (include training time), those who can help to organize entries for display, those who can monitor entries during the fair, and those who can help take down entries and ensure all entries are signed for, those who can enter winners into the computer and print Winner’s Cards, those who can put ribbons on winning entries.
 - Recruit judges for all categories. Be available to handle any issues with judges.
- Carry out all reporting responsibilities:
 - Complete the Central Region Cultural Arts Winners report form found in the Central Region Planner with all first and second place winners and submit to the Central Region Cultural Arts Chairperson by the end of judging day.
 - Complete the state report for Cultural Arts, Preemie Caps, and Caps for Cancer to submit to the Fair Office.
 - Using the FCE Master List, mark members who submitted entries in Cultural Arts and/or Fashion Revue, then calculate the percentage of club

- members who participated. The club with the highest percentage wins. If there is a tie, the club with the higher number of entries wins.
- Carry out Regional and State responsibilities:
 - On pick-up day, ask all first and second place winners if they would like the Chairperson to be responsible for items being transported to the Central Region Annual Meeting. If yes, that member will receive their ribbons, fair tag, and winner's card – the Cultural Arts tag will stay on the item. The member must sign in acknowledgement that their item will be handled by the Chairperson. Carefully pack all items.
 - Turn in items to the Region at the designated time, and pick up all items from the Region at the designated time. All items must be signed for. Members are able to attend the Annual Meeting and pick up their own items.
 - The same procedure applies to the State Conference.
 - The Cultural Arts Chairperson will notify members that their items are ready to be picked up and signed for, and coordinate pick-ups with the member.
 - Serve with a vote on the Wilson County Board of Directors.
 - The Fashion Revue Chairperson shall:
 - Effectively communicate with the Wilson County/Tennessee State Fair Office and FCS Extension Agent Advisor.
 - Ensure all fair paperwork, budgets, Check Lists, passes for those volunteering less than 20 hours, judges, and number of volunteers needed are provided to the Fair by their due dates.
 - Effectively carry out all organizational and procedural tasks:
 - Encourage participation in Fashion Revue throughout the year.
 - Ensure any category changes are made and submitted to fair office by February. Category changes are requested at the Transition Board Meeting, and obtained from the Central Region FCE Planner.
 - Notify FCS Extension Agent of intake dates and times to be included in the annual Yearbook.
 - Set up the dressing rooms behind the stage area prior to the Monday Night Fashion Show, and take down the dressing room after the Fashion Show. Assist in setting up the Cultural Arts area for the remainder of the Fair. Fashion Revue entries will be on display during the fair.
 - After the County, Regional, and State events, take pictures of winners and write an article to submit to the county newsletter.
 - Consult with the Cultural Arts Chairperson to create a budget.
 - Effectively manage all volunteers:
 - Actively recruit volunteers throughout the year.

- Decide how many volunteers are needed for the Fashion Show and create a volunteer sign-in sheet.
 - Once volunteers are scheduled, provide schedule to the Fair Office.
 - Assign duties to daily volunteers: those using computers (include training time), those who can set up for the Fashion Show, those who can put ribbons on winning entries, models, judges, and the MC.
 - Recruit judges for all categories. Be available to handle any issues with judges. Ensure all judges and the MC are paid for their services by the Fair Office.
 - Carry out all reporting responsibilities:
 - Complete the state report for Fashion Revue and submit to the Fair Office before the end of the fair.
 - Complete the Regional FCE Fashion Revue Winner's Report after the Fashion Show, and submit to the Central Region Fashion Revue Chairperson.
 - Carry out all Regional and State responsibilities:
 - On pick-up day or after the Show, ask all first and second place winners if they would like the Chairperson to be responsible for items being transported to the Central Region Annual Meeting. If yes, that member will receive their ribbons, fair tag, and winner's card – the Personal Data Sheet will stay on the item. The member must sign in acknowledgement that their item will be handled by the Chairperson. Carefully pack all items.
 - Turn in items to the Region at the designated time, and pick up all items from the Region at the designated time. All items must be signed for. Members are able to attend the Annual Meeting and pick up their own items.
 - The same procedure applies to the State Conference.
 - The Fashion Revue Chairperson will notify members that their items are ready to be picked up and signed for, and coordinate pick-ups with the member.
 - Serve with a vote of the Wilson County Board of Directors.
- The Communications Chairperson shall:
 - Manage all communication accounts and outlets within FCE, including but not limited to: the Wilson County FCE public facing Facebook page, and Members Only private Facebook group; Wilson County FCE Discord; Wilson County FCE email domains; and Wilson County FCE Canva account. This includes monitoring to ensure adherence to the Wilson County FCE Code of Conduct and Social Media Guidelines by all users of each platform.

- Oversee the creation, editing, and dissemination of the monthly newsletter, *Wilson County FCE Connections*, and event flyers such as Craft Day, County Council, Luncheon, Picnic, etc.
- Track club, county, regional, and state events for inclusion in newsletter or flyers, to notify members of events in a timely manner.
- Work with the Board of Directors and FCS Extension Agent Advisor on public relation efforts, all FCE communications, and maintenance of code of conduct and social media guidelines.
- Manage any and all committee members.
- Serve with a vote on the Wilson County Board of Directors.
- The Membership Chairperson shall:
 - Maintain all pertinent membership information within the excel spreadsheet.
 - Regularly communicate with the County FCE Treasurer and FCS Extension Agent Advisor on new members.
 - Assist prospective members in choosing a club, and providing membership options.
 - Maintain communication with individual clubs to ensure clubs are adhering to the membership procedures.
 - Have a general knowledge of the unique aspects of each club.
 - Meet with all new members to provide them with necessary onboarding information (FCE history, opportunities for involvement, yearbook, handbook, etc.)
 - Attend most Board and County Council Meetings throughout the year to provide membership updates.
 - Track important member milestones (5, 10, 15, etc for Luncheon; assist 50yr member in application process) using the spreadsheets.
 - Periodically check in with new members during their first year to ensure a smooth entrance into FCE life.
 - Ensure all membership reports are submitted to Central Region on time.
 - Serve with a vote on the Wilson County Board of Directors.
- The Craft Day Chairperson shall:
 - Organize and implement county-wide crafting workshops:
 - Obtain craft teachers and make sure they are exhibiting a professional manner before, during, and after teaching classes.
 - Communicate with teachers about their workshop's needs and relay that information to the Communications Chairperson for inclusion in the newsletter and/or flyer by appropriate due date.
 - If lunch is provided, manage all sponsorships/fundraisers and lunch coordination.
 - Manage any and all committee members.

- Perform any other duties or responsibilities as designed by the Chairperson.
- Serve with a vote on the Wilson County Board of Directors.
- The Hospitality Chairperson shall:
 - Provide refreshments and/or lunch at Wilson County FCE events throughout the year.
 - Submit any and all expenses to the County Treasurer by an agreed upon time.
 - Serve with a vote on the Wilson County Board of Directors.
- The County Chaplain shall:
 - Provide emotional and spiritual support to Wilson County FCE members.
 - Serve with a vote on the Wilson County FCE Board of Directors.
- The Bazaar Chairperson shall:
 - Organize and implement the county-wide fundraiser:
 - Provide Bazaar applications to local businesses and FCE members.
 - Effectively communicate with businesses and members who apply about set-up times, procedure, and any other necessary information.
 - Notify and provide profits to the Wilson County Treasurer.
 - Serve with a vote on the Wilson County FCE Board of Directors.

Wilson County FCE Club Officer Responsibilities

The Club President shall:

- Prepare a club meeting agenda with other officers.
- Preside at all club meetings.
- Use parliamentary procedure to conduct business meetings.
- Understand the responsibilities of other club officers.
- Show a real interest in the club and help carry out club decisions.
- Plan ways to get every member to participate in meetings and delegate responsibility.
- Appoint committees as needed.
- Work with officers to establish a system for notifying club members of club meetings and activities. (i.e. – phone trees, written notices, e-mail, etc.)
- Call the Vice-President to reside at the meeting if unable to attend.
- Attend quarterly County Council meetings. If unable to attend, or serving on the Wilson County Board of Directors, formally appoint a club member to attend on your behalf.
- Serve, with a vote, on the County FCE Council as club representative.

The Club Vice President shall:

- Preside at meetings if the President is absent.
- Assist on club level committees as needed.

The Club Secretary shall:

- Keep an accurate written record of the all club business meetings in accordance with parliamentary procedure.
- Provide club's minutes at or before each meeting.
- Record club's attendance at each meeting.
- Write thank you letters to speakers, sponsors, etc.
- Write all club correspondence as directed by the President.
- Ensure parliamentary procedure is upheld during club elections and votes.
- Attend quarterly County Council meetings. If unable to attend, or serving on the Wilson County Board of Directors, formally appoint a member to attend on your behalf.
- Serve, with a vote, on the County FCE Council as club representative.

The Club Treasurer Shall:

- Keep an accurate account of all monies received and spent by the club.
- Give a financial report at each club meeting.
- Give an annual financial report at the final club meeting for the year.
- Prepare a club budget with the club officers.
- Balance the bank statement each month (if the club has a checking account), which is a recommended practice.
- Pay bills when approved by the club.
- Complete the annual Wilson County FCE Summary of Financial Activities for Clubs form and mails to County Treasurer (or delivers to the January County Council meeting) no later than January 31st.
- Collect club's county membership dues - provide a full list of club members, with their contact information, and the membership dues check made out to Wilson County FCE, to the County Treasurer by July 31st of each year (or bring to the July County Council meeting).

FCE Opportunities and Activities

Educational Programs

- Each FCE Club meeting should have an educational program. There are many ways that FCE Clubs can meet this recommendation.
 - Extension Leader Lessons: Leader Lessons are programs that are created and shared to FCE by UT Extension. Regional and State Leadership Teams in the areas of Community Health, Nutrition and Food Safety, Consumer Economics, and Human Development, come together to create new lessons every year on timely topics, and provide the latest, evidence-based information. Eight or nine lessons are provided each year for your Club Meetings, and are designated in the annual Yearbook. These lessons can be obtained by contacting the FCS Extension Agent Advisor.

- NAFCE Educational Lessons: These lessons are developed by fellow FCE members from across the nation. The lessons can be obtained by contacting your County FCE President.
- Educational Speakers: If you know of someone in your community who is knowledgeable about a subject that your club is interested in and they are available and willing to speak, you may use a guest speaker as your educational program. Guest speakers are arranged through the club.
- An educational outing: Your club can designate a month to have an outing. The outing should be educational in nature such as taking a tour of a historic village, visiting a museum, or attending events outside of FCE which have live demonstrations or speakers.
- The Central Region Leadership Retreat is a wonderful way to learn new skills and knowledge from fellow FCE members and UT Extension Agents from across the region. Choose from a myriad of crafting and informational classes that span across two whole days of Retreat! See your annual Yearbook for more information.

Leadership Opportunities

- Family and Community Leadership Training (FCL)
 - FCL is an educational program that offers leadership workshops that prepare participants for involvement in public policy decision making that affect families and communities. Over this 30-hour workshop, you'll learn skills in the areas of Leadership and Communication, Working with Groups, Issue Analysis and Resolution, Community Affairs and Public Policy, Volunteerism, and Teaching Methods. See your annual Yearbook for more information.
 - Once you complete the program, you have the opportunity to teach classes within this program.
- Service Project Coordinator
 - Wilson County FCE conducts at least four community service projects each year. These are coordinated by individuals, open for county-wide participation, and put in the Yearbook. Each club should also conduct their own service projects that target their communities throughout the year. Any FCE member or associate is eligible to lead a service project if they wish. This means taking full responsibility for the planning, advertising, implementing, and reporting of each project.
- Craft Day Instructor
 - If you are interested in teaching others a craft, please contact the Craft Day Chairperson.
- FCS Extension Volunteer
 - There are many ways to get Leadership hours through Extension. The Family and Consumer Sciences department of UT Extension has four main focus areas: Nutrition and Food Safety, Community Health, Consumer Economics, and Human Development. Some ways to develop leadership through FCS are:
 - Become a Health and Wellness Ambassador to teach programs in your community.

- Lead specialized workshops to teach adults to sew, quilt, crochet, or any of the like.
 - Assist with FCS program planning, implementation, and organization.
 - Have something you'd like to do, but aren't sure if it falls within these categories? Talk to the FCS Agent Advisor.
- Serve as an officer or chairperson in your club, county, region, or state.

FCE Competitions

- Cultural Arts & Fashion Revue
 - These are county, region, and state level FCE competitions that showcase the talents of our members. The county competitions are held at the Wilson County/Tennessee State Fair, and the 1st and 2nd place winners are eligible to advance to the regional competition held at the Annual Meeting. 1st and 2nd place winners at the Annual Meeting are eligible to advance to the state competition held at the State Conference. Associate members are unable to participate in regional and state competitions with Wilson County. See your Yearbook for more information, or contact the Cultural Arts and/or Fashion Revue Chairpersons.
- Creative Writing
 - This is a regional and state competition open to Wilson County FCE Members. Creative Writing is for non-professional writers to submit their written works, such as poems, short stories, and essays. See your annual Yearbook for more information on this competition.
- Character Counts
 - This is a national contest that runs from September 1st through March 1st, and is for current fourth graders. In 2025, a high school edition was added to the competition. The purpose of this competition is to highlight the six pillars of character, and to promote youth involvement in FCE. You do not need to be a National FCE member to participate. See your annual Yearbook for more information on Character Counts.
- 100% Member & Master Club
 - These are FCS Extension, Wilson County sponsored competitions designed to encourage both individuals and whole clubs to participate in FCE and FCS activities throughout the year. See your annual Yearbook for details.

FCE Scholarships

- Furthering Education
 - The TAFCE State Scholarship will provide \$1000 per year to a TAFCE member in good standing to be used to further their education. For eligibility and requirements, see your annual Yearbook.
 - The Kate Bagnall Scholarship will provide \$500 per semester to two Central Region FCE members in good standing each year, to purchase textbooks and/or school supplies. For eligibility and requirements, see your annual Yearbook.

- Leadership Retreat
 - The Mildred Clarke Scholarship is given to one person from each county in the Central Region each year and pays for Retreat registration, meals and lodging. Eligibility and requirements are outlined in the Central Region Leadership Retreat Packet or Central Region Planner. See your annual Yearbook for details.
 - The Star Scholarship is awarded during Retreat, to a lucky person who is attending Retreat. The Scholarship must be used the following year to pay for registration, meals, and lodging. More information can be found in the Central Region Leadership Retreat Packet or the Central Region Planner.

Valued Community Partnerships

- The 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. In Tennessee, this system works through the University of Tennessee and Tennessee State University.
 - The FCS Extension Agent Advisor referenced in this Handbook and Bylaws serves as FCE’s connection to the Cooperative Extension Service, providing valuable resources, knowledge, and support to FCE.
 - A Memorandum of Understanding exists between TAFCE and UT Extension. This document outlines the expectations of both TAFCE Members and Agents as they work to improve the lives of Tennesseans. To request a copy of this document, please contact the FCS Extension Agent Advisor.
- 4-H Youth Development
 - 4-H is an Extension program that encourages youth to “Learn by Doing.” FCE can support 4-H Youth Development by:
 - Becoming a 4-H Volunteer – teach important skills and knowledge, lead programs, and assist 4-H Agents.
 - Supporting 4-H fundraisers that provide scholarships to attend camp and other 4-H programs.
 - If your interested in supporting 4-H, please contact the Wilson County Extension office and request to speak with a 4-H Agent.
- Wilson County Promotions, Inc.
 - Wilson County Promotions, Inc is a non-profit that promotes, encourages, and stimulates the civic welfare and betterment of Wilson County.
 - The Wilson County/Tennessee State Fair is the premier event for Wilson County, located at the James E. Ward Agricultural Center. FCE members volunteer during the fair to promote Wilson County programs, reaching hundreds of thousands of people from across the world.
- Fiddler’s Grove Foundation, Inc.
 - Fiddler’s Grove is a replica of Historic Wilson County, keeping the values and practices of old alive. FCE members frequently volunteer with Fiddler’s Grove to pass down their knowledge and experience to new generations.

Wilson County FCE Spending Policy

Revised January 12th, 2026

1. All reimbursement requests must include business receipts and reimbursement voucher. All requests must be made within 30 days of the occurrence. No reimbursement will be made without appropriate business 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 income must be deposited within five (5) business days of receiving funds.
4. Board members will be reimbursed for envelopes and postage for official correspondence only. Members must use the US Postal Service, and the Board must pre-approve alternate shipping methods and appropriate reimbursement.
5. Any copies required of official Wilson County FCE documents needed for Board of Director and County Council use will be sent to the County Treasurer for printing. Copies made elsewhere will be reimbursed for \$0.10/copy, up to 25 copies per occurrence.
6. The Board will reimburse the County President or designated representative for these listed expenses to attend the TAFCE Annual State Conference:
 - a. Registration, Banquet, and Regional Breakfast.
 - b. Hotel room. Limited to the published event block rate. Hotel expenses above this rate will not be reimbursed.
 - c. Mileage at \$0.49 per mile IF the Conference is out of the Central Region.
7. The Board shall present an award to the winner of the annual county-wide Character Counts competition. The Board will determine the nature of this award.
8. The Board shall propose an Annual Budget at the January County Council meeting to be voted on. The budget shall include:
 - a. Specific amounts for the above policy items number 6 and 7.
 - b. An allowance for special projects.
 - c. Separate line items for Luncheon Expenses such as food, decorations, entertainment, gifts, and printing reimbursements.

Wilson County FCE Grant Submission Guidelines

As a 501(c)3 non-profit organization, Wilson County FCE Board of Directors, County Council, and individual clubs are eligible to apply for grants which support FCE's mission. To apply for a grant:

- The club president must contact the County FCE Secretary to be added to the next board meeting's agenda at least two weeks prior to the next scheduled board meeting.
- The club president is required to present a report to the Board regarding the desired grant. The report must include:
 - The grant and grant guidelines.
 - Details of the project, and how the project supports FCE's mission.
 - The purpose of the grant and how the grant will be used if awarded.
 - The Amount requested and a timeline for project completion.
- The Board will determine if the proposed grant is eligible to be submitted, and hold a vote to determine if the grant will be submitted.
- The County President or County Treasurer will reach out to the club president when and if the grant is approved for submission by the next County Council meeting.
- If approved to apply, the club president or treasurer may submit the grant. A copy of the grant submission must be provided to the County FCE Treasurer and the FCS Extension Agent Advisor for their records.
- If the grant is awarded, a detailed report is required to be submitted to the County FCE Treasurer and FCS Extension Agent Advisor after all funds are utilized. The report should include:
 - A detailed summary of the project, including the number of people reached, volunteer hours of all members involved, any other funds or resources used to complete the project, etc.
 - Supporting documentation detailing the project and how the funds were used (receipts, invoices, etc.)
 - Any other documents as requested by the Board of Directors.

These guidelines were developed to maintain the integrity of the Wilson County Association for Family and Community Education. If these guidelines are not followed in full, clubs may become ineligible to apply for grants using the Wilson County FCE 501(c)3 status. For any questions or concerns, please contact the County Treasurer.

Wilson County FCE Social Media Guidelines

Adopted October, 2015

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, X, LinkedIn, YouTube, Instagram, SnapChat**, 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 Advisor 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, X) 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.

BY-LAWS

Wilson County Association for Family and Community Education

DBA Wilson County FCE

Adopted October 30, 2007

Revised July 29, 2014

Revised October 25, 2018

Revised October 15, 2021

Revised October 30, 2025

ARTICLE 1—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 County Council means the representative body of Wilson County FCE.

ARTICLE 2—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 promote 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 3—MEMBERSHIP

The membership of this organization follows The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA guidelines. It shall be composed of members of the Wilson County FCE clubs and mailbox members will not discriminate against based on, race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. See handbook for membership details.

ARTICLE 4—LOCAL WILSON COUNTY FCE CLUBS

Section I—CLUBS

- (a) The individual Wilson County FCE Clubs are: Cedar Hill, Commerce, Gladeville Homemakers, Green Hill, Leeville, Norene, Oakland, Shop Springs, Southwest, 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 handbook.
- (c) Additional clubs may be added with the cooperation of the University of Tennessee Wilson County Extension Family and Consumer Sciences (FCS) Agent Advisor and through the process of a standard needs assessment.
- (d) Clubs and members that participate in county sponsored activities, follow county spending policy and other procedures and adhere to by-laws.

Section II—CLUB 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.

Section III—CLUB CONFLICT

- (a) To determine club conflict, the Board of Directors shall be invited to attend the club meetings by a minimum of one club member.
- (b) 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.
- (c) The County FCE Board of Directors may assume leadership of an individual club, if arbitration determines the club cannot lead itself.
- (d) When the County FCE Board of Directors assumes leadership of an individual club, their officers become the club officers with full voting privileges.
- (e) Once the conflict has been resolved, the County FCE Board of Directors will facilitate an election of new club officers. The new officers assume leadership of the club immediately for duration of the natural term.

Section IV—CLUBHOUSES OR OTHER REAL PROPERTIES

- (a) Individual clubs that own clubhouses or assets must have a documented succession plan on file with the UT Extension FCS Agent Advisor.
- (b) Individual club by-laws should state what should happen to any club assets in case of dissolution and those bylaws should be on file with the UT Extension FCS Agent Advisor.
- (c) Any club which does not have current by-laws addressing issues of assets and dissolution then is subject to bylaws of the County. If any club dissolves without current bylaws on file with the UT Extension FCS Agent Advisor, then all assets become property of the Wilson County Association for Family and Community Education to be managed by the County FCE Board of Directors. When any club changes its by-laws, an updated copy must be on file with the UT Extension FCS Agent Advisor.
- (d) No dividends or other distribution shall be declared to be paid to any member of FCE.

ARTICLE 5—GOVERNING BODY AND BYLAWS

- (a) These bylaws are the governing rules of the Wilson County FCE and thus, are the governing rules of all Wilson County FCE Board of Directors, County Council and Individual Clubs.
- (b) If individual clubs do not have bylaws on record UT Extension FCS Agent Advisor, these bylaws serve as the individual club bylaws.

ARTICLE 6—STRUCTURE OF BOARD OF DIRECTORS AND COUNTY COUNCIL

Section I - COMPOSITION

The Board of Directors shall consist of the elected officer President, President-Elect, Vice President, Secretary, Treasurer and any appointed Chairperson by the Wilson County FCE President.

The County Council consists of the Board of Directors and President and Secretary of each individual club.

The University of Tennessee Wilson County Family and Consumer Sciences (FCS) Extension Agent will serve as advisor to the Board of Directors.

Section II – RESPONSIBILITIES

- (a) Transact business of Wilson County FCE,
- (b) Carry out responsibilities within these byLaws
- (c) Business may be conducted by mail, phone, text message, fax, email, conference call, online meeting platforms, or virtually.

- (d) Votes may only be conducted by in person ballot verbal, video conference call, or audio conference call.
- (e) The business, property and affairs of this Wilson County FCE shall be managed by a Board of Directors and County Council.

Section III—MEETINGS FOR BOARD OF DIRECTORS AND COUNTY COUNCIL

Section I - Board of Directors

- (a) The Board of Directors shall meet at the time and place determined by the President and the Wilson County FCS Extension Agent Advisor.
- (b) Meetings may be called at any time by the President or a majority of the Board of Directors.
- (c) A simple majority of the members of the Board of Directors or County Council shall constitute a quorum for the transaction of all business. (See section IV for rules governing Quorum)
- (d) Wilson County FCE Board of Directors meet each quarter. The Transition Board meeting is held in December to review issues for the new year, vote on the budget, vote on the spending policy, and prepare new officers for their upcoming duties.

SECTION II - County Council

- (a) The County Council meetings shall be held at the time and place designated by the Board of Directors, with a minimum of four meetings per year.
- (b) All meetings are in the County Planner.
- (c) Wilson County FCE County Council Meets each quarter under the leadership of the Wilson County FCE Board.
- (d) 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.
- (e) Additions to the agendas must be submitted to the presiding officer of meeting no later than 10 days prior to the meeting.
- (f) The President or Secretary, at the request of the President, shall notify the County Council of any meetings, to include time, place, and purpose at least 7 (seven) days prior to the meeting.

SECTION III—VOTING DELEGATES

- (a) The voting delegates shall be the Wilson County Board of Directors, and the County Council. 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 Council meeting, they will not have a vote.
- (c) A member may be considered present if they are in person, video conference call, or audio conference call.

Section IV – QUORUM

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

Section V—COMMITTEES

The President will appoint Chairpersons for various committees that will also serve on the Board of Directors. The Chairperson will:

- (a) Attend Wilson County Council and Board of Directors meetings.
- (b) The Chairman has 1 vote.
- (c) Provide a report to the County Council and Board of Directors when necessary.
- (d) See Handbook for full list of duties and responsibilities.

ARTICLE 7—FINANCES

Section I—BUDGET

A Budget shall be prepared by the Wilson County FCE Treasurer. The Board of Directors and County Council will vote to approve the budget in the 1st quarterly meeting of the year (January).

- (a) See Current Spending Policy in the Handbook.
- (b) See current budget.

Section II—DUES

All dues for membership must be current and paid for each member. Dues for members must be submitted to the Wilson County FCE Treasurer by July 31 each year. See handbook for more information.

Section III—OTHER FINANCIAL MATTERS

- (a) In case of dissolution, the Wilson County FCE Board of Directors 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 8—ELECTIONS

- (a) Candidates for all Board of Directors Members must meet these qualifications and perform duties according to the Wilson County Handbook.
 - 1) All candidates Must have held a FCE Membership for 2 years.
 - 2) President must have held an office in their club, or the Board of Directors.
 - 3) All other offices – Treasurer, Secretary, Vice President – must have held an office in their club for 2 years OR held a Leadership position in the community for 2 years.
- (b) The election of the President, Vice President and Treasurer shall be at the third (3rd) quarterly scheduled Wilson County Council meeting in on even years. These officers will assume their duties on January 1st following their election.
- (c) The election of President-Elect and Secretary shall be at the third (3rd) quarterly County Council meeting in odd years. These officers will assume their duties on January 1st following their election.
- (d) 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.
- (e) 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.
- (f) If no nominations are received for a specific office by the deadline, nominations for office may be made at the July 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.
- (g) All nominees should be present for election.
- (h) Nominations must reach the nominating committee by the date established by the Board of Directors. The nominating committee will determine eligibility.
- (i) Election shall be by written ballot at the third (3rd) quarterly meeting of the Wilson County 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.
- (j) 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.
- (k) 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.
- (l) No person may hold more than one elected office of the Wilson County FCE Board of Directors or County Council at any given time.
- (m) No more than two (2) members from the same club shall hold an elected office.
- (n) All officers must submit to their successors all material pertinent to procedure, duties and responsibilities of that office.

ARTICLE 9—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 10 - PARLIAMENTARY AUTHORITY

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

ARTICLE 11- 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 12 - AMENDMENT

These ByLaws may be amended by a two-thirds majority vote of the delegates present at any meeting of the County Council. Notice of the proposed change shall be included in meeting notification mailed to the Board of Directors, Presidents and Secretaries of the Clubs no less than 30 days prior to meeting. As long as the fee, Wilson County, is affiliated with the TAFCE, it shall not be necessary to amend the ByLaws 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 of Directors does hereby consent to the foregoing By-Laws and do adopt the same as the Bylaws of Wilson County FCE. In witness thereof we have here unto subscribed our names this October 30, 2025.

Penny West, President

Penny West

Trudy Papuchis, Vice President

Trudy Papuchis

Sarah Sharp, Secretary

Sarah Sharp

Sandra Poston, Treasurer

Sandra Poston

Wanda Briddelle, Cultural Arts Chair

Wanda Briddelle

Robin George, Fashion Revue Chair

Robin George

Regina McCathern, Bazaar Chair

Regina McCathern

Tiffany Goldhamner, Newsletter Chair

Tiffany Goldhamner

Cernovia Burns, Hospitality Chair

Cernovia Burns

Carolyn Binkley, Craft/Service Project Chair

Carolyn Binkley