

(Affiliate Name Here)

Constitution and Bylaws

(Date)

Constitution

Article I: Name

The name of this affiliate shall be known as the **University of (name of Univ) Council On Family Relations**, an affiliate of the National Council on Family Relations, hereafter referred to as **(U?CFR)**.

Article II: Mission and Objectives

Section 1: Mission Statement of the National Council on Family Relations

NCFR's mission is to provide an educational forum for family researchers, educators, and practitioners to share in the development and dissemination of knowledge about families and family relationships, establish professional standards, and work to promote family well-being.

Section 2: Objectives

The objectives of **(your affiliate's name here)** shall be:

1. To provide programs to educate members on topics important to their career development and political understanding.
2. To provide a means by which students may participate in and communicate with the National Council on Family Relations.

4. **Write additional objectives as needed.**

Article III: Membership

Membership in U?CFR is open to all students enrolled in the **University of (Name)**, without regard to race, creed, color, age, gender, handicap, disability, nationality, or any other consideration as an individual. **(U?CFR)** provides equal opportunity and access to membership programs, facilities, and benefits to all persons.

Article IV: Dues

1. Local dues are set by the **(U?CFR)** Executive Council.
2. The dues of this Affiliate shall be payable January 1 of each year. If the dues for any member have not been received by January 1, a member shall be considered delinquent and this name shall be dropped from the list of members in good standing of the Affiliate.

Article V: Organization

The governing body of **(U?CFR)** is the Executive Board. The Executive Board shall be comprised of the following positions: President, President-elect, Secretary, Treasurer, and Membership/Program Chair. The Executive Board has the authority to appoint members to other designated offices to fulfill the work of the affiliate as needed.

Bylaws

Article I: Duties and Powers of the Executive Board

A. President

- 1) To serve as chairperson of the Executive Board, preside at affiliate meetings, and oversee all activities of the affiliate.
- 2) To appoint a member of the affiliate to complete the term of any vacant office with the approval of a majority of the Executive Board.
- 3) To carry out the affairs of the affiliate in accordance with these Bylaws.
- 4) To represent the affiliate as **(U?CFR)** first delegate, and to attend the NCFR Annual Conference in this capacity.
- 5) To represent **(U?CFR)** at the Annual Conference Student/New Professionals Leadership Council Meeting.
- 6) To attend the Breakfast Meeting for Student affiliates as a representative of **(U?CFR)**.
- 7) The President is required to be an active NCFR member.

B. President-Elect

- 1) To assist the President in the performance of his or her duties.
- 2) To preside at affiliate meetings in the absence or incapacity of the President.
- 3) To represent the affiliate as **(U?CFR)** second delegate, and to attend the national NCFR Annual Conference meetings in this capacity.
- 4) To attend student affiliate meetings **(if applicable)** as a representative of **(U?CFR)**.
- 6) To automatically succeed to the office of President at the conclusion of the term of office.

C. Secretary

- 1) To take minutes at affiliate meetings and maintain records of all pertinent business.
- 3) To preside at affiliate meetings in the absence of the other Executive Board members.

D. Treasurer

- 1) To act as the official custodian of the funds and accounts of the affiliate and to dispense affiliate funds as directed by the Executive Board.
- 2) Keep accurate records of receipts and expenditures.
- 3) Report financial status at regular business meetings.

E. Membership/Publicity Representative

- 1) To come up with ideas in recruiting new members and renew members.
- 2) To work with other board members in creating flyers and other types of publications.
- 3) To update bulletins and announcements requested by other officers.

Article II: Term of Office

The President-Elect serves a one-year term, and succeeds automatically to the position of President for a one-year term. Other members of the Executive Board serve for one year. **(Note: your affiliate's term of office for the delegate/president-elect may be longer than two years, so you can change the above statement as necessary.)**

Article III: Elections

1. Elections for vacant offices will be held in **(Month)**. Elected positions include: President- Elect, Secretary, Treasurer, and Membership/Publicity Representative.
2. Candidates for office may be nominated by either a nominating committee or by the general membership at least two weeks prior to the election date. Self-nominations are welcomed.
3. Candidates for all offices must be students in good standing.
4. Candidates for President-Elect must be able to serve a two year term.
5. Leaders may hold no more than one elected affiliate position during the term of office.
6. Elections are held by secret ballot. The candidate for each position with the most votes shall be declared the winner.
7. Eligible voters are all affiliate members who are present during the specified time for affiliate elections.

Article IV: Unexpired Terms

1. All other office and committee vacancies will be filled by appointment by the President with majority approval of the Executive Board.
2. All replacement appointments will end at the conclusion of the unexpired term.

Article V: Removal from Office

1. An officer can be removed from office for:
 - A. Infringement of any of these bylaws.
 - B. Commitment of an act discreditable to the family profession.
 - C. Failing to fulfill the duties and responsibilities of the position specified in the **(U?CFR)** Constitution and Bylaws or in the official position description.
2. Two of the following conditions must be met to remove an affiliate officer:
 - A. Three instances of unexcused absences from official business meetings of the affiliate.
 - B. Three instances of failing to submit necessary materials to the NCFR national office.

- C. Misappropriating affiliate funds.
- D. Neglecting duties outlined in these Constitution and Bylaws.

3. If two of the above conditions exist, the removal procedure is as follows:
- A. The person will be given the opportunity to resign or meet specific requirements to fulfill his or her duties as determined by the Executive Board.
 - B. The officer will receive written notification of removal from office.

Article VI: Amendments

The Constitution and Bylaws may be amended at any meeting of the affiliate at which a quorum is present by a two-thirds majority of the votes cast, when the proposed amendment is submitted in writing to an Executive Board officer five days prior to the affiliate meeting. A quorum shall consist of no less than 10 percent of the membership at large. **(Adjust this number according to the estimated number of members who will attend affiliate meetings.)**

Article VII: Meetings

Section 1: Local Meetings

The Council must conduct an official business meeting at least once per month, which shall be open to all members. Special meetings of the Board may be called by the President or by petition to the President by no less than five members. The Secretary shall be responsible for distributing meeting agendas, if applicable, as well as notifying members of unscheduled meetings.

Article VIII: Committees

The standing committees of **(your council's name here)** shall include: Nominating Committee, Activities Committee, Political Education Network, and Career Guidance Network.

Officer Name: _____

Officer Title: _____

Advisor: _____

Date: _____