
Bylaws
Affiliate Councils of the National Council on Family Relations

ARTICLE I
NAME

The name of this organization shall be the Affiliate Council of the National Council on Family Relations (NCFR).

ARTICLE II
GOVERNMENT

The By-laws of the National Council on Family Relations shall govern the Affiliate Council in all of its practices. The Bylaws of the Affiliate Council shall not conflict with the Bylaws of the NCFR. Every amendment to the Bylaws of NCFR shall become effective and binding on the Affiliate Council.

ARTICLE III
PURPOSE

Section 1. The Affiliate Council are part of NCFR, which is a non-profit educational and professional organization.

Section 2. The Affiliate Councils' purpose and function is to provide a forum and mechanism whereby elected representatives of all Affiliate Council on Family Relations may exchange ideas and experiences and seek concrete methods to strengthen marriage and family relationships through their affiliation with the National Council on Family Relations.

Section 3. Specific objectives of the Affiliate Council are to facilitate the activation of Affiliate Council development to maintain Affiliate Councils and to more directly involve the members of the Affiliate Council in the planning and implementation of educational research, clinical and action-oriented programs directed toward marital and family relationships.

ARTICLE IV MEMBERSHIP

Section 1. Membership in the Affiliate Council shall include all incumbent presidents or their appointed representatives of student, local, state, regional or provincial affiliated councils of NCFR and the of the Affiliate Councils Board (ACB).

Section 2. The voting members of the Affiliate Council shall be the presidents of each council or the president's appointed designee and the Affiliate Councils Board. All voting members must be members in good standing with the NCFR.

ARTICLE V OFFICERS

Section 1. The ACB is the executive board of the Affiliate Council. The officers shall be president, president-elect (nominating committee chair), program chair, secretary, student/new professional (S/NP), and student affiliate advisor representative (SAAR). All officers shall be NCFR members and shall be or have been officers of an affiliated council. All Affiliate Councils Board officers must attend the annual conference. The president elect is elected by full membership of NCFR and serves on the NCFR Board of Directors and the Affiliate Councils Board for the first two years and as president of the Affiliate Councils Board for years three and four. The Affiliate Council presidents shall elect all other officers.

Section 2. Affiliate Councils Board shall be elected to two-year terms. The president elect, program chair, student affiliate advisor representative (SAAR) shall be elected in the odd year and the secretary and student/new professional (S/NP) in the even year. Terms of office shall begin at the end of the membership business meeting at the annual conference or other Affiliate Councils Board meeting at which a successor has been elected. If for any reason an Annual Conference is not held, they shall take office October 1. No officer shall serve more than two consecutive terms in the same office.

Section 3. Duties of Officers

- A. President Elect: The president elect shall serve as a member of the NCFR Board of Directors representing concerns of the membership of the Affiliate Council. The president elect also shall serve as the nominating committee

chair of the Affiliate Councils. They shall be responsible for working with the nominating committee to prepare a slate of officers to replace those whose terms are expiring in the coming year and to work with the national office to prepare the ballots and disseminate the results.

- B. President: The president shall preside at all meetings of the Affiliate Council and of the Affiliate Councils Board and will appoint representatives to carry out various functions, as it becomes necessary. The president shall provide leadership for the Affiliate Council and shall provide orientation and direction for council officers at the annual meeting.
- C. Program Chair: The program chair shall be responsible for the program of the Affiliate Councils at the Annual Conference of NCFR, and all other program activities planned by the Affiliate Councils Board. The program chair is also a member of the Annual Conference program committee and must attend all program committee meetings. Primary responsibilities of the Program Chair are to confer with the Affiliate Council on topics and activities for conference programming and manage the call for abstracts submitted to the Affiliate Council.

Each year the Program Chair writes a call for abstracts for papers to be submitted through the Affiliate Councils. Usually these topics will be of a nature that is helpful to the affiliates or to the communities in which the affiliates serve. The program chair does have the responsibility to see that the call for abstracts is written prior to the annual conference so it can be included in the NCFR call for abstracts. The Program chair will also need to select a review committee and see that the submitted abstracts are reviewed for acceptance or rejection in a timely manner in keeping with the NCFR schedule for review completion.

- D. Secretary: The secretary shall record the minutes of all meetings, and prepare them for distribution. Distribution to the Affiliate Councils Board shall be within 2 weeks of the meeting and posted to Sharepoint.
- E. Students and New Professionals (SNP) Representative: The Students and New Professionals (SNP) Representative shall serve on the Affiliate Councils Board and represent the concerns of the SNPs. They shall also serve as a

member of the SNP steering committee. The SNP representative shall be expected to attend the Leadership Council meeting of the SNP section during the annual conference. They shall also chair the Outstanding Graduate/Undergraduate Research Paper Award and the NCFR Students and New Professionals President-for-a-Day Award.

F. Student Affiliate Adviser Representative:

The Student Affiliate Adviser Representative (SAAR) will represent the interests of student members to the Affiliate Councils Board, assist in planning events related to student affiliate members at the conference and work with the SNP representative on the Affiliate Councils Board in the review process for student awards. The SAAR also serves as a key member of the SNP Leadership Council, helping direct its activities and communications to the student affiliates. This person would also communicate with NCFR student affiliates.

ARTICLE VI ELECTION PROCEDURES

Section 1. Nominating Committee

The Nominating Committee shall be composed of three persons: the president-elect of the Affiliate Councils Board (who shall chair the committee) and persons appointed by the Affiliate Councils Board Executive Committee.

Section 2. Election of Affiliate Council Board

The Nominating Committee shall prepare a slate of two nominees for each of the Affiliate Council Board officers: program chair, secretary, SNP and SAAR. (The Affiliate Councils president elect will be elected by the at-large membership of NCFR, in concert with other nominees for the NCFR Board of Directors.)

Nominees for president elect must be or have been past president of a Council affiliate.

Election of the other Affiliate Councils Board will be by emailed/mailed ballot to the membership of the Affiliate Councils.

Nominees for program chair and secretary must be or have been officers of an affiliated council.

Affiliate Councils Board shall be elected to two-year terms. No officers shall serve more than two consecutive terms in the same office.

ARTICLE VII Affiliate Councils Board

Section 1. The Affiliate Councils Board shall have the responsibility for implementing policies of the Affiliate Councils. The Affiliate Councils Board shall represent the Affiliate. Affiliates are, subject to such directions and instructions of the Affiliate Councils.

Section 2. The Affiliate Councils Board shall consist of A) All officers as defined in Article V, Section 1; B) ex officio, NCFR staff (NCFR's Executive Director or designated staff).

Section 3. To retain membership on the Affiliate Councils Board, a member shall not miss two consecutive meetings unless formally excused by the president.

Section 4. After appropriate consultation, the Affiliate Councils Board will appoint replacements for members of the Affiliate Councils Board in the event that they cannot complete their term of office.

Section 5. A majority of the membership of the Affiliate Councils Board shall constitute the quorum required to transact business.

ARTICLE VIII COMMITTEES

Section 1. A program committee shall be appointed by the program chair in consultation with the president of the Affiliate Councils Board.

Section 2. The Affiliate Councils Board executive committee shall consist of the President, President-Elect, Secretary and ex officer NCFR staff liaison. The

executive committee will act on behalf of the Affiliate Councils Board when deemed necessary.

Section 3. Additional committees may be created by a majority vote of either the Affiliate Councils or the Affiliate Councils Board.

ARTICLE IX MEETINGS

Section 1. An annual Affiliate Councils Board Meeting and Affiliate Councils Business Meeting shall be held in conjunction with the Annual Conference of the NCFR.

Section 2. The Affiliate Councils Board, through teleconference or other electronic means, shall convene monthly but at least once each quarter.

ARTICLE X GOVERNANCE

The Carver Model of Governance, which has been adopted by NCFR, shall provide the framework for decision-making by the Affiliate Councils. Adoption of new policies or programs shall be by consensus of the Affiliate Councils Board or the Affiliate Councils, as determined by the bylaws. The Affiliate Councils president and president elect will work with the NCFR president and Executive Director to determine which items must come to the national board for approval.

ARTICLE XI AMENDMENTS

Provisions of these bylaws not governed by the By-laws of NCFR may be amended by a two-thirds vote of the Affiliate Councils members voting by email/mail ballot.

ARTICLE XII BUDGET

Section 1. NCFR membership dues rebates are established as determined by the NCFR Board, at a flat fee of \$5.00 per member, contingent upon the active local, state, regional, and province (excludes student affiliates) council meeting, the requirements set by the national office and the AC's. Violation of requirements can constitute revocation of rebates and/or group exemption status. The Affiliate Councils budget is incorporated into NCFR's operational budget and needs to be approved by the Executive Director. Expenses will be in accordance with NCFR's operational manual.

ARTICLE XIII AFFILIATE FORMATION/REACTIVATION

Section 1. Any member in good standing can lead the initiative to form or reactivate an affiliate. There needs to be at least 10 NCFR members to start or reactivate a state/regional affiliate. The student president and advisor needs to be an NCFR member to start or reactivate a student affiliate. The required forms (A-D below) need to be completed and sent to the affiliate liaison at NCFR and approved by the Affiliate Council Board.

- A. Complete formation request form
- B. Roster form listing proposed officers
- C. One-year activity plan completed
- D. A copy of proposed bylaws

Section 2. The separating or merging of affiliates applies to all types of affiliates. Any part of a regional affiliate may break off and become an independent student/state affiliates or may join another state to become a regional affiliate. An independent student/state affiliate can join a state/regional affiliate as a student section/regional of that affiliate if both parties agree.

ARTICLE XIV DISSOLUTION

Section 1. A student/local/state/regional affiliate may be dissolved involuntarily by the ACB and NCFR headquarters. The affiliate may be dissolved if any of these conditions apply:

- A. Annual Report not filed with NCFR headquarters
- B. Executive Board meeting has not been held within 6 months
- C. Student affiliate advisor or affiliate board positions are vacant
- D. There have been no membership activities or communication in the last 6 months

Section 2. If replies and interest in revitalization by affiliate members are not sufficient after 90 days, the dissolution process resumes and the following steps are taken:

- A. The finance director of the National Council on Family Relations will begin action to reclaim any affiliate funds on deposit
- B. The affiliate sends all records to NCFR for archiving
- C. Rebate checks are discontinued.
- D. The affiliate is removed from directories and the NCFR website
- E. NCFR will hold the affiliate funds for 12 months in the case of reactivation before moving to the general fund