

Bylaws of the Ohio Council on Family Relations

Article I – Name

The name of this non-profit organization shall be the Ohio Council on Family Relations (OHCFR). It shall be an affiliate of the National Council on Family Relations (NCFR).

Article II – Purpose

Section 1. OHCFR shall be a *non-profit* educational and professional organization.

Section 2. The objectives of OHCFR are as follows: To

- A. *work cooperatively* with regional and national groups in clarifying issues confronting the individual and family and making recommendations for needed services for a changing society.
- B. *conduct* annual state-wide *conferences and workshops* which focus on areas of individual and family life.
- C. *promote* programs and policies beneficial for families through the development of position papers, the recommendation of educational materials, and involvement in legislative action affecting individuals and families.
- D. *encourage research* into individual and family functioning and needs.
- E. *recognize* outstanding leaders among professionals and students in the field of individual and family sciences in the state of Ohio.
- F. *provide* a *network* for collaboration among family professionals.
- G. *provide* a *mentoring* experience for college students preparing to enter the family life profession

Article III – Relationship to the National Council on Family Relations

Section 1. OHCFR shall be an affiliate of the National Council on Family Relations (hereinafter referred to as NCFR) and shall work in cooperation with it.

Section 2. A copy of these Bylaws, as adopted and amended from time to time, and results of elections shall be filed with the Executive Director of NCFR.

Article IV – Membership and Membership Dues

Section 1. All paid Ohio professional and student NCFR members automatically become members of OHCFR, their dues being collected as part of the national membership dues paid to NCFR and returned to OHCFR in the amount determined by NCFR. It shall be OHCFR policy to actively encourage all members and interested individuals to join NCFR.

Section 2. Any person interested in the purposes of OHCFR shall be eligible for membership upon payment of annual dues.

Section 3. Dues for student and professional members of OHCFR who do not join NCFR and who wish to hold membership in this affiliate organization shall be established by the Advisory Board.

Section 4. Only members of OHCFR who are members of NCFR shall represent OHCFR in its dealings with NCFR or otherwise participate in matters pertaining to NCFR.

Article V – Advisory Board

Section 1. The Advisory Board shall be elected by the membership as the permanent governing body of OHCFR and shall meet at least twice a year or at other times as it deems appropriate. Officers and Advisory Board members shall be elected to replace those whose terms are expiring.

Section 2. The Board shall consist of the following officers: the president, president-elect, immediate past president, and secretary-treasurer. In addition to the officers, the Advisory Board of OHCFR shall consist of

- A. at least *three professional members* elected from the membership, each to serve a three year term, with at least one board member to be elected each year.
- B. a *new professional* elected from the membership to serve a three year term. (A new Professional is defined as a person who has received their degree within the last five years.)
- C. *three student members* nominated from the undergraduate and/or graduate student membership, each to serve a two year term with at least one student to be elected each year. (Student members must have student status at the time of their election to the Advisory Board.)

Section 3. The officers of OHCFR, who constitute the Executive Committee, shall be the following:

- A. a president and president-elect, both serving a two-year term. The president-elect will become president at the end of the two-year term served as president-elect, while the outgoing president will serve as immediate past president for a term of two years.
- B. a secretary-treasurer who serves a two-year term.

Section 4. The President-Elect and Secretary-Treasurer will be elected in alternate years. The elected officers shall take their offices immediately following the final fall business meeting of the council.

Section 5. In case of vacancies in any office, the Advisory Board shall be empowered to fill the vacancies.

Section 6. Any officer/board member who fails to perform their duties in compliance with the objectives of the organization may be relieved of their office by a two-thirds vote of the Advisory Board. To retain membership on the Board, a member shall not miss more than 50% of the scheduled meetings.

Section 7. The list of officers shall be reported annually to NCFR.

Article VI – Duties of Advisory Board Members

All Advisory Board members must be members of NCFR.

Section 1. The duties of the president of OHCFR shall be to

- A. preside at all business meetings of OHCFR.
- B. serve as chair of the Advisory Board and call meetings of the board.

- C. perform all duties assigned by the OHCFR Advisory Board.
- D. create ad hoc committees as needed.
- E. serve as an ex-officio member of all committees, but not be able to vote except in the case of a tie.
- F. be the official representative of OHCFR to NCFR.
- G. submit the annual written report of OHCFR activities to NCFR.
- H. orient the President-elect to the duties of the presidency.

Section 2. In the event of the president's absence, incapacitation, resignation or death, his/her duties shall fall upon the president-elect. The president-elect shall also

- A. serve as a member of the Executive Committee.
- B. serve as program chairperson for the annual meeting.
- C. provide the incoming president-elect with a summary report of the annual meeting planning procedures upon expiration of the president-elect's term of office.

Section 3. The immediate past president shall be responsible for all nomination and election procedures, subject to the approval of the board, and assist the president as needed.

Section 4. The secretary-treasurer shall

- A. serve on the Executive Committee.
- B. preserve all records of official action and policy decisions including the minutes of the annual meeting of OHCFR as well as Advisory Board meetings.
- C. be responsible for Advisory Board correspondence.
- D. submit a copy of the annual meeting program, a list of newly elected officers, changes in Bylaws and other reports as needed to NCFR by NCFR's announced deadline in the early part of the fiscal year (typically January 31).
- E. keep a current list of membership in the organization and distribute this list periodically to members of the Advisory Board as well as at the annual meeting of OHCFR.
- F. pay all bills authorized by the president and approved by an additional member of the Advisory Board.
- G. be responsible for maintaining all receipts and paid bills disbursements as well as submit a summary of receipts/disbursements to the membership at the annual meeting. (NCFR policy requires that credit card receipts and petty cash vouchers be kept for a minimum of three years; invoices and account ledgers are to be kept for seven years while annual financial statements as well as tax returns and worksheets are kept in perpetuity.)
- H. prepare an annual budget to present to the Advisory Board at the final business meeting of the year.
- I. arrange annually for an audit of financial records.
- J. complete the financial report section of the annual report that is submitted to NCFR.

Section 5. The professional and new professional Board members shall

- A. serve as contributing, voting members of OHCFR's Advisory Board.
- B. attend the Advisory Board meetings.
- C. assume duties as deemed necessary by the President.

- D. work with the OHCFR Advisory Board to address needs and interests of professional and new professional members.

Section 6. The student representatives to the Advisory Board shall:

- A. serve as contributing, voting members of OHCFR's Advisory Board.
- B. attend the Advisory Board meetings.
- C. work with the OHCFR Advisory Board to address needs and interests of student members.
- D. provide ideas and assistance with recruiting students.
- E. Upon submission of paid NCFR membership dues to the secretary-treasurer, student board members will be reimbursed for NCFR student membership dues at student level 1, which includes not more than one journal.

Section 7. A simple majority of the members of the Board shall be required in order to transact official business.

Section 8. The fiscal year of OHCFR shall be January 1 to December 31.

Article VII – Committees

Section 1. Committees shall be created by the president, subject to approval of the Board, on an ad hoc basis.

Section 2. Committee members shall be appointed by the president, subject to approval of the Board.

Section 3. Ad hoc committees shall dissolve upon completion of the tasks for which they were created.

Article VIII – Meetings

Section 1. OHCFR shall hold its annual conference and business meeting at a time and place to be chosen by the Board.

Section 2. Meetings of OHCFR shall be called at such times as the president deems necessary or, by petition, to the president from a majority of the members of the Board.

Article IX – Election and Voting

Section 1. Each OHCFR member is entitled to one vote in elections.

Section 2. The election of officers of OHCFR shall follow policies and procedures established by the Board.

Article X – Official Publications

Section 1. The official publications of OHCFR shall be determined by the Board.

Article XI – Social Action

Section 1. The president is chief spokesperson for the organization and shall present the views of the Board and/or the organization in response to social issues and legislative action relevant to family life.

Revisions approved by OHCFR Advisory Board on October 19, 2016

Article XII – Amendments

Section 1. Amendments to the Bylaws may be proposed by

- A. the Advisory Board.
- B. petition of at least 25 members of OHCFR.
- C. OHCFR membership, who, at any regular scheduled meeting, shall have the power by majority vote to authorize action not expressly precluded by the Bylaws or the generally recognized policies of OHCFR.

Section 2. All OHCFR members will be notified of proposed amendments of the Bylaws at least 30 days prior to the vote.

Section 3. Amendments to the Bylaws shall become effective if accepted by a two-thirds (2/3) majority vote of OHCFR members voting at either (a) the annual meeting, (b) returning mailed ballots or (c) responding electronically.

Section 4. The Bylaws will be reviewed biannually or, if a need arises, prior to the biannual review, at the time of the need. ■

Section 5. These Bylaws shall adhere to the guidelines for affiliate councils contained in the NCFR constitution. The most recent revisions of OHCFR Bylaws was begun in 2015 and approved electronically in September 2016 by at least two thirds of the voting members.

Article XIII – Dissolution

Section 1. On dissolution of OHCFR, accumulated assets will be returned to NCFR.