

**BYLAWS**  
**UTAH COUNCIL ON FAMILY RELATIONS**  
**April 2, 2010**

**ARTICLE I**

**Name**

The name of this organization shall be the Utah Council on Family Relations (hereafter referred to as UCFR).

**ARTICLE II**

**Purpose**

Section 1. UCFR shall be a nonprofit educational and professional organization.

Section 2. The purpose of UCFR is to provide opportunities for individuals interested in family relationships to (1) plan and act together on issues relevant to marriage and family life, (2) establish professional standards, (3) promote and coordinate educational efforts, (4) encourage research, (5) disseminate information, and (6) influence social action.

Section 3. As a state affiliate for the National Council on Family Relations (NCFR), the mission of the Utah Council on Family Relations (UCFR) is to provide a forum for certified family life educators, family researchers, educators, practitioners, and students to share in the development and dissemination of knowledge about families and family relationships, establish professional standards of scholarship and education, and work to promote family well-being. UCFR is especially committed to providing opportunities for the professional development of students and new professionals at its annual conference and to honoring people who have made a significant contribution to the well being of families.

**ARTICLE III**

**Affiliation with the National Council on Family Relations**

Section 1. UCFR shall be affiliated with the National Council on Family Relations (hereafter referred to as NCFR) and shall work in cooperation with it.

Section 2. A copy of these bylaws, as adopted and/or amended, and a list of officers shall be filed with the NCFR executive director.

**ARTICLE IV**

**Local or Regional Councils  
and their Student Affiliates**

Local or regional councils on family relations, or student organizations that share the purposes of UCFR may become affiliated with UCFR upon presenting bylaws approved by the UCFR board of directors (hereafter referred to as the "board") and upon payment of dues established by the UCFR board.

## **ARTICLE V**

### **Membership and Membership Dues**

Section 1. Any person dedicated to the purposes of UCFR shall be eligible for membership upon payment of dues.

Section 2. There shall be two categories of membership: Professional and Student.

Section 3. Individuals who have NCFR membership are active members of UCFR. It shall be board policy to actively encourage all members and interested individuals to join NCFR.

Section 4. Only members of UCFR who are members NCFR shall represent UCFR in its affiliation with NCFR.

Section 5. Dues for student and professional members of UCFR shall be established by the board.

## **ARTICLE VI**

### **Officers**

Section 1. The officers of UCFR shall be (1) president, (2) program chair, (3) program chair-elect, (4) secretary/treasurer, (5) newsletter editor/webmaster, (6) Member(s) at Large, (7) student/new professional representative, and (8) student affiliate(s) representative. The president, program chair, program chair-elect, student/new professional representative, student affiliate(s) representative, and Member(s) at Large shall be appointed and represent the participating colleges and universities in the state as well as their respective communities. After appointments are made, they shall be confirmed at the annual meeting of UCFR. The secretary/treasurer, and newsletter editor/webmaster shall be elected by the membership for a three-year term. All officers may be elected to serve two consecutive terms of office. All officers must be UCFR members. These officers shall constitute the UCFR board of directors.

Section 2. The officers shall take office at the conclusion of the annual meeting, with the program chair becoming president, and program chair-elect becoming program chair.

Section 3. In the case of vacancies in any office, a new officer from the same university shall be appointed to fill the position.

Section 4. Any officer who fails to perform his/her duties may be relieved of office by a

two-thirds vote of the UCFR board of directors.

## **ARTICLE VII**

### **Duties of Officers**

Section 1. **PRESIDENT.** The president of UCFR shall perform all duties assigned by UCFR and its board of directors, including the annual report to NCFR. The president shall preside at all business meetings. He/she shall call meetings of the board of directors and serve as its chair. He/she shall oversee elections. The president shall serve as UCFR representative in NCFR's Association of Councils. The president shall be able to create ad hoc committees and may serve as an ex-officio member of all committees except the nominating committee. Additional duties as assigned by the board may include the selection of the Outstanding Undergraduate and Outstanding Graduate awards.

Section 2. **PROGRAM CHAIR.** The program chair (and his/her committee) shall be responsible for the production and evaluation of the annual conference. The program chair shall select the student/new professional. He/she shall select the recipient of the Outstanding Contributions to Families award. He/she shall submit paperwork to NCFR for CFLE CEUs and distribute CEU certificates. At the conclusion of his/her term as program chair, the program chair shall become president.

Section 3. **PROGRAM CHAIR-ELECT.** The program chair-elect assists the program chair with planning the annual conference as requested. He/she assumes the role of program chair for the new year.

Section 4. **SECRETARY/TREASURER.** The secretary/treasurer shall keep and then distribute the minutes of all UCFR meetings and shall keep an updated membership list. The secretary/treasurer shall also record all financial transactions, disburse funds as authorized by the UCFR board, and prepare an annual financial report.

Section 5. **NEWSLETTER EDITOR/WEBMASTER.** The newsletter editor/webmaster shall coordinate all printed, mailed, and electronic materials, and shall maintain and update the UCFR website. He/she shall send copies of newsletters to NCFR.

Section 6. **MEMBER(S) AT LARGE.** Member(s) at large shall attend all business meetings, function as advisor and liaison between universities and community agencies, and shall perform all duties assigned by the UCFR board of directors.

Section 7. **STUDENT/NEW PROFESSIONAL REPRESENTATIVE.** The student/new professional representative shall represent the interests of students and new professionals on the board. He/she shall be appointed by the program chair and shall assist the program chair in planning and implementing the program at the annual conference.

Section 8. **STUDENT AFFILIATE(S) REPRESENTATIVE.** The student affiliate(s) representative shall attend an annual business meeting and shall represent the interests of

student affiliate organizations associated with universities and colleges and shall be appointed by the affiliate board he/she represents.

Section 9. PAST PRESIDENT. At the conclusion of his/her term of office as president, the president shall become the past president. The past president shall attend board meetings and perform all duties assigned by UCFR and its board of directors and function primarily as a resource to the new president.

## **ARTICLE VIII**

### **Board of Directors**

Section 1. The board of directors shall be the executive governing body of UCFR and shall meet at least bi-annually and at other times as deemed appropriate.

Section 2. The board of directors shall consist of the following: president, president-elect, program chair, program chair-elect, secretary/treasurer, student/new professional representative, newsletter editor/webmaster, and member(s) at large (hereafter referred to as the board).

Section 3. A simple majority of the members of the UCFR board of directors shall be present in order to transact business.

Section 4. The members of the UCFR board of directors shall be empowered to fill vacancies that arise on the board.

## **ARTICLE IX**

### **Standing Committees**

Section 1. There shall be a nominating committee appointed by the President. The function of the nominating committee shall be to prepare the slate and other pertinent information for all officers elected by general membership.

Section 2. Other committees may be established and appointed by the President. They could include the following: (1) program, (2) finance, (3) membership, (4) student activities, (5) public relations and publications.

## **ARTICLE X**

### **Sections**

Section 1. Sections of UCFR may be established, with the approval of the board, to meet the needs of the membership.

## **ARTICLE XI**

## **Meetings**

Section 1. UCFR shall hold its annual conference and business meeting at a time and place to be chosen by the UCFR board, generally in the spring.

Section 2. Meetings of the UCFR board shall be called by the president at least twice a year or at such times as he/she deems necessary, or by petition to the president by a majority of the UCFR board.

## **ARTICLE XII**

### **Election and Voting**

Section 1. Each active UCFR member is entitled to one vote.

Section 2. UCFR elective officers shall be elected by the membership under policies and procedures established by the board.

## **ARTICLE XIII**

### **Official Publications**

Section 1. The official publications of UCFR shall be determined by the board.

## **ARTICLE XIV**

### **Social Action**

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

Section 2. Official statements of UCFR positions shall be subject to approval by a majority of the board.

## **ARTICLE XV**

### **Amendments**

Section 1. Amendments to the bylaws may be proposed by the board of directors or by petition of at least 10 members of UCFR. Proposed amendments shall be presented to the membership at least 30 days prior to voting on same.

Section 2. Amendments to the bylaws shall become effective if accepted by a majority vote of the UCFR members voting.